

**JOB DESCRIPTION:** DIRECT CARE STAFF

**DEPARTMENT:** ICF/IID

**REPORTS TO:** DIRECT SUPERVISOR

**FLSA STATUS:** HOURLY/NON-EXEMPT

**JOB SUMMARY:**

Responsible to serve as a support person to all individuals receiving services by Home Of Hope Inc. This support is given in a variety of areas; daily living skills, leisure activities, personal hygiene skills, vocational skills, individual rights and responsibility training, social skills, human relations, transportation, etc.

**ESSENTIAL JOB FUNCTIONS:**

1. Train, guide or assist the individual(s) with personal needs
2. Assist the individual(s) in achieving maximum potential toward self-determination. Advocate on behalf of the individual(s)
3. Work cooperatively with all employees, service providers, guardians and families
4. Flexibility to work any shift (day, night, evening, weekends, holidays) or any location.
5. Coordinate or provide instruction in vocational skills

**JOB DUTIES:**

1. Provide training and guidance to the individual(s). Assist the individual(s) you support with integration into the community by accompanying them to various recreational and social activities Assist individual(s) with the learning experience needed to reach their goals.
2. Report to your direct Supervisor and document all incidents or accidents. Report all changes of individual(s) status (medical, household, problems, policy issues, etc.) to your Direct Supervisor.
3. Responsible for fire and tornado evacuation protocol as outlined in policy
4. Assist individual(s) in dressing and grooming and daily hygiene. Prepare meals and assist individual(s) with eating if necessary. Assist individual(s) with housekeeping. Transport individual(s) when needed.
5. Utilize approved behavior intervention techniques in appropriate situations.
6. Work cooperatively with employees, service providers, guardians, families and individual(s) you serve. Maintain total confidentiality. Report accurate information about individual(s) to on-coming shift employees

7. Assist in the annual IHP (individual plan) and any IHP addendum meeting. Assist in arranging family visits for your individual(s).
8. Attend all in-services scheduled by your Direct Supervisor. Attend all classes to maintain current training requirements. Maintain current valid driver's license and insurance.
9. Report and document any injury that you sustain while on the job to your supervisor, and Medcor or Human Resource Director immediately.

## **CORE VALUES:**

Every employee at Home of Hope represents the organization's values internally and to the public. As such, all employees' actions and decisions are expected to be consistent with the organization's core values at all times. Home of Hope's Core Values are:

10. **Client Centered Care:** We are committed to making all decisions and performing all actions with the well-being of our clients as our primary focus, and to always putting our clients' interests ahead of our own.
11. **Accountability:** We take personal responsibility, as an organization and as individuals, for our actions, hold each other accountable, and expect to be held accountable at any point throughout the year for our decisions and actions.
12. **Respect:** While keeping the focus on the needs of our clients, we also commit to demonstrating mutual respect in communication and actions so that a positive environment for everyone is maintained.
13. **Excellence:** We are committed to using established best practices, to evaluating effectiveness of our efforts, and to demonstrating a willingness to change current practices at any point based on evidence that change is needed.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalency; minimum age 18
- No experience necessary.
- Working home phone or cell phone
- Valid OK drivers license; current automotive insurance; dependable transportation; availability to operate vehicle during day/night
- Criminal Background free of encumbrances identified by the State of Oklahoma Health Department.
- First Aid/CPR Training (Required). This will include all aspects of completion with compressions on the floor or ground.
- Required pre-employment, random, post accident and reasonable cause drug screens.
- Willing to work schedules based on individual client needs.
- Expected to learn and follow the Individual Plan (IP) of clients.

## **PHYSICAL/MENTAL:**

1. Ability to lift 50-70 pounds with and/or without accommodation.
2. Ability to push/pull 50 pounds.
3. Ability to walk at an efficient rate of speed.
4. Vision sufficient to read or assist individuals in normal or semi-darkened environments.
5. Ability to understand oral and written instructions.
6. Reliable motor skills-use of hands and feet
7. Ability to sit, stoop, or stand for prolonged periods of time.

8. Must be mentally and physically capable to perform the duties of the position.

\*\*Level I- Direct Care Staff that has received additional advanced training may advance to DCS II. Direct Care Staff who are cross trained to work in other programs may be classified as Direct Care Staff II.

I have read the above job description and fully understand the contents. I also understand that this is not an inclusive job description and that I may be required to complete additional tasks to achieve a desired goal.

I will perform these duties to the best of my ability. I understand that if there is any change in my criminal history (arrests, etc.) or driving history (license revocation, etc.) that I will immediately report these changes to my supervisor and to the Human Resources Department.

I also understand that I have to maintain a current valid driver's license and current vehicle insurance and that a loss of either of these could result in the termination of my employment with Home of Hope, Inc. My signature verifies that I do understand and agree with these job requirements.

Signature of Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_