

JOB DESCRIPTION

Direct Care Aide

Department: Varies

Reports To: Direct Care Supervisor

Direct Reports: None

Effective/Revision Date: 12/1/2019

Location: Varies

Status: Hourly, Non-exempt

Compensation Range: 103

Summary

The Direct Care Aide (DCA) assists our Direct Care Professionals and other similar direct care staff (DSP) at Hattie Larlham in the provision of routine daily care, services and supports for persons served; including but not limited to providing (non-intimate) personal care, assisting with moving and lifting (including Hoyer lifts), participation in group and one-on-one activities, providing assistance on community trips, as well as daily laundry services and environment of care duties.

Essential Duties and Responsibilities

- Understands and completes tasks to meet the daily needs of the person served.
 - Assists persons served with meals. This can include feeding, supervision while eating, and training persons served in self-feeding in accordance with the Individual Service Plan (ISP); and
 - Assists with non-intimate personal care. This can include nail care, hair care, oral care, therapy programs, etc. that do not involve dressing or undressing the person served; and
 - Assists and participates in scheduled daily activities with the persons served; and
 - Assists with trips into the community by assisting persons served on to vans or buses and securing them in the vehicle, unloading, pushing wheelchairs and chaperoning; and
 - Understands and follows universal precautions per our infection control guidelines and maintains good personal hygiene; and
 - Assists with inter-departmental transfers of persons served
 - Shows respect for the person served and respects their rights; and
- Provides accurate, complete and timely documentation
 - Consistently utilizes documentation systems to record meal times and non-intimate personal care; and
 - Consistently uses documentation systems and preference surveys for activities
- Communicates effectively with coworkers, management and family/guardians
 - Reports any observed health and/or safety concern of the person served to the supervisor and/or nursing/medical staff immediately; and
 - When providing assistance on community trips, the DCS will reports any observed health and/or safety concerns of the person served to the DSP/Driver, direct supervisor or nursing staff as appropriate
- Completes annual, monthly and ad-hoc mandatory training and in-services.
- Utilizes knowledge gained from mandatory monthly on-line training to actively participate in ensuring a safe workplace for persons served and employees.

- This job description provides a general summary of the major job functions performed by an employee in this role. However, the employee may be required to perform other related tasks that are appropriate to the position skill-level as requested by the supervisor.

Essential Skills

- Displays commitment to the mission, values and vision of Hattie Larlham; and
- Communicates with others clearly and effectively; and
- Collaborates with others to meet assigned duties and responsibilities; and
- Work diligently to create and maintain positive interpersonal relations with co-workers, persons served and community members we interact with; and
- Takes responsibility for personal-development, professional growth and supports a continuous learning environment; and
- Understands and implements the processes pertaining to the specific job duties; and
- Consistently demonstrates the best practices Hattie Larlham has in place for the provision of high quality care, services and supports of persons served; and
- Consistently honors all commitments and holds self and others responsible for completion and follow-through of assigned job duties; and
- Able to coordinate and prioritize assigned direct care duties; and
- Able to assess situations, use sound judgment, report and document unusual incidents as appropriate to ensure a safe, efficient and effective work environment; and
- Ability to innovate and work with management to address barriers that impede performance, efficiency and effectiveness in performance of the role and overall operations; and
- Demonstrates strong work ethic, patience, compassion and earns trust of others

Qualifications

- Age 16 or older required; and
- If under age 18, actively enrolled high school student;
- First Aid certification is required at time of hire or within the first 14 business days following the date of hire or transfer to this position; and
- Read, write, and speak the English language required; and
- Ability to understand and act on verbal and/or written (English) directions required; and
- Demonstrated ability to learn, understand and adhere to the policies and procedures required for employment and the provision of high quality care, services and supports of persons served in order successfully complete the 90-day Introductory Period for continued employment.
- Previous direct care experience preferred.
- DCAs ages 16 and 17 and their parent or guardian must complete all DODD and DOL compliance for minor employees prior to the date of hire.

Working Environment

This job operates in a professional work environment for the provision of care, services and supports for persons served with intellectual and/or developmental disabilities. This position may work in a day program (e.g. first shift, Monday - Friday) or at a residential facility (e.g. first, second or third shift, Monday – Friday, and/or Weekends) in compliance with applicable labor laws. The employee's worksite, core work shift, hourly wage and status (hours hired to work per week) shall be defined in the offer of employment or transfer.

This is an hourly (non-exempt) position which may require the employee to work in excess of those hours hired to work when there is a critical need for staffing coverage to maintain scheduled operations. An employee in this role must be flexible to meet the needs for proper care of the persons served. In no instance will scheduled work hours or duties conflict with child labor law.

Physical Requirements

This is a physically demanding position. Employee must be able to walk, climb, push, pull, bend, read, carry, and hear. Employee must be able to independently lift up to 35 lbs. routinely and over 200 lbs. with the assistance of one (1) or more coworkers and assist coworkers with Hoyer Lift transfers. Employee must be able to sit for a period of 30 minutes or more to feed persons served. Employee must be able to walk with and push wheelchairs in the workplace and community. Employee must be able to load, secure for travel and unload wheelchair-bound and ambulatory persons served for vans and bus travel. Employees ages 18 and over in this position must be able to drive a vehicle.

- Walking 25%
- Standing 35%
- Lifting 5%
- Climbing 0%
- Pushing 5%
- Pulling 0%
- Sitting 20%
- Transporting 10%

Employee Name _____

Employee Signature _____ Date _____