 **SACRED JOURNEY INC.**

*Direct Care Worker:* Is responsible for supervising, nurturing, and caring for the children enrolled at Sacred Journey Inc.

*Minimum Qualifications:*

* H.S. Diploma/GED
* One year experience working with children
* No crimes against children
* Must pass a criminal background check and be able to obtain finger print clearance
* Current immunization records
* Must be able to pass health physical and TB testing
* Valid state issued ID

*Job Duties:*

* Serve as an advocate for Sacred Journey residents, supervising and assisting with their daily activities as they work towards their individual goals
* Enforce Sacred Journey House rules and discipline structure.
* Ensure that children are engaged and supervised at all times
* Encourage children to participate in community activities and encourage peer relationships.
* Attend and participate in individual’s doctor visits.
* Maintain confidentiality of clients per Sacred Journey policy and HIPPA.
* Assess needs; teach personal hygiene.
* Complete records and documentation (e.g. daily log, progress notes, medication

administration records, incident reports, etc).

* Ensure a clean, safe and orderly environment for clients by performing general cleaning and light housekeeping.
* Handle emergency situations according to emergency procedures; assist with fire drills.
* Assist with meal preparation and clean up, according to OSHA regulations.
* Communicate with a variety of individuals and groups (e.g. clients, case managers,

supervisor, families, therapist) in a professional and positive manner.

* Receive, review, process, file and submit a variety of documents and reports accurately and in a timely manner.
* Operate a variety of office and other equipment (e.g. copier, telephone, computer, food preparation equipment, etc).
* Assist clients with homework.
* Follow Sacred Journey Policies and Procedures
* Other duties as assigned