

Agape Supported Home, Inc  
Adult Residential Facility, Level 4I

**STAFF QUALIFICATION AND JOB DESCRIPTION**

<b>POSITION TITLE</b>	<b>Direct Care Staff/Relief Staff</b>
<b>CATEGORY</b>	Classified Non-Exempt
<b>PROGRAM</b>	Agape Supported Home

**DEFINITION:**

Direct Care and Relief Staff shall be under the direct supervision of the Facility Administrator, or designated Lead Staff in the absence of the Administrator to provide care support, instructions, and special services to clients with developmental/mental disabilities in facility and community.

**EXAMPLES OF DUTIES**

1. Responsible for providing care, support, supervision, instruction, and special services to clients at the facility and in the community per clients' IPPs and ISPs.
2. Responsible for reporting and documenting all suspected client abuse to the appropriate authorities.
3. Responsible for completing all required documentation and reports per facility procedures.
4. Responsible for client data tracking and analysis.
5. Responsible for assisting clients with prescribed medications.
6. Responsible for correctly tracking and logging client medication and changes in medication
7. Responsible for tracking client medical, psychiatric, and dental appointments.
8. Responsible for transporting clients to medical, psychiatric, and dental appointments.
9. Responsible for maintaining client and program confidentiality.
10. Responsible for maintaining a professional relationship with clients, colleagues, parents, case manager and relevant others.
11. Responsible for the disbursement, and management of clients P & I monies.
12. Responsible for maintaining relevant client communication with day program and families.
13. Responsible for implementing and understanding of Person-Centered Planning
14. Attend all required meetings and in-services including those meetings that extend over the 40-hour workweek.
15. Responsible for the implementation of client individualized program plans and individual support plans (IPP's & ISP's).
16. Responsible for the implementation of community integration activities.
17. Operate a variety of office equipment, including copiers, calculators, computers, fax machines and telephone answering machines.
18. Perform a variety of clerical work including photocopying, filing and record keeping as assigned by the Facility Administrator.

Agape Supported Home, Inc  
Adult Residential Facility, Level 4I

19. Assist clients who have a signed consent form approving, will assistance from staff with self-help and ADLs.
20. Ability to serve as designated substitute in the absence of Facility Administrator.
21. Effective management of clients with assault or aggressive behaviors.
22. Support clients in developing and maintaining meaningful relationship with family, friends, and others in the community.
23. Attend and complete on-site orientation within the 40 hours of providing direct care services.
24. Attend and complete all scheduled on-the-job trainings.
25. Staff must complete 12 CEUs annually from the date of hire.

## **QUALIFICATIONS**

1. Must be 18 years of age
2. Fingerprint and Criminal record clearance
3. TB Clearance within the last year including the date the clearance was issued.
4. Physical Examination within the last year including the date of the examination.
5. Safe and Reliable Vehicle.
6. Valid CA Driver's License
7. Proof of auto insurance including the date covered.
8. Acceptable DMV Record.
9. Current First Aid & CPR Certification with expiration date.
10. DSP 1 certification prior to hire and upon hire complete DPS 2 within specified time frame. **\*\*\*Staff to acquire DSPT I within one year of employment.**
11. Non-aversive behavior management techniques.
12. Have an understanding of Person-Centered Planning.
13. Community and home-based instruction in critical life needs areas, with emphasis on functional and age-appropriate skills.
14. Documentation procedures of client progress.
15. Record keeping and filing techniques: Basic office equipment.
16. Proficiency in oral and written English.
17. Complete year 1 DSP prior to hire & year 2 DSP as required.
18. Successful completion of CPR & First Aid training within the first 30 days, Positive Behavior Intervention (PBI) training within the first six months, and HIV/AIDS training/blood borne pathogens within the first three months of employment.
19. Staff must be CPI or Pro-Act certified to account for 16 hours of Emergence Intervention Plan required before engaging or participating in client's restraint.
20. Direct Care staff shall take and pass a food-handlers test offered by approved vendor..

## **Skills and Abilities**

- Understand and follow oral and written directions and accept work direction from others.
- Ability to provide special services to profoundly behaviorally challenged individuals.
- Meet the public with courtesy and tact.
- Establish and maintain effective working relationships with clients, coworkers, parents and outside contacts.

Agape Supported Home, Inc  
Adult Residential Facility, Level 4I

- Refer/relate pertinent information to Facility Administrator.
- Ability to assist clients in the use of adaptive devices and communication aids.
- Ability to transport self to workplaces via car, bus etc.
- Ability to be flexible.

**Education and Experience**

High School Diploma or GED is required. One-year experience providing direct care, supervision and special services to individuals with a wide range of developmental disabilities, preferably with individuals with the most severe challenges.

**WORKING CONDITIONS**

**Physical Requirements**

Maximum – lifting and transferring of clients up to 125 pounds.

**Environment**

Exposure to Blood Borne Pathogens could occur during toilet, feeding or when administering first aid to clients. Hepatitis B vaccines are offered to all employees at no cost to the employee. Client care, assistance, support, and supervision may occur in the facility and in the community.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Administrator/Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name