

Catholic Social Services JOB DESCRIPTION

TITLE: Direct Care Provider
PROGRAM: Family Disability Services
SUPERVISED BY: FDS Program Coordinators
STATUS: Part-time/Hourly/Non-Exempt
UPDATED: 6/24/19

JOB SUMMARY: This position involves working a part-time schedule with individuals experiencing a developmental disability in their private home or in the community. This may include assisting individuals with activities of daily living, transporting them to activities in the community, or assisting with other duties as directed by the client or parent. Providers work independently and are required to complete daily case notes. Candidates should be mature, compassionate, and have excellent communication skills. CSS promotes community integration, and providers are required to offer community activities to the clients that they work with.

QUALIFICATIONS:

Competencies: Must be able to relate well to both children and adults. Must be able to maintain program/client/agency confidentiality and treat each individual with dignity and respect. Must be able to set and observe appropriate personal limits and boundaries. Demonstrate warmth, insight, interest, respect, unusual patience, and a positive attitude towards persons experiencing developmental disabilities.

Education/Experience: Must be at least 18 years of age with a High School Diploma or GED; prefer at least one year experience delivering direct care services to people with developmental disabilities.

Skills: Able to provide accurate documentation and paperwork for all assignments; able to identify and act upon potential needs of consumer and/or family.

DUTIES & RESPONSIBILITIES:

1. Adhere to Catholic Social Services policies and procedures.
2. Provide care to consumers without discrimination as to race, religion, sex, age, or disabling condition.
3. Arrive promptly and complete the assigned shift. Call the office with as much notice as possible if ill or in the event of an emergency.
4. Complete all required forms, time cards, case notes, and billing reports accurately and on time.

5. Maintain a positive, professional working relationship with clients, their parents/caregivers, and other agency or external staff.
6. With minimal supervision, attend all training provided by the agency or other authorized community providers; complete by the deadline.
7. Attend required the required number (3) of provider meetings.
8. Maintain regular contact with supervisor and office staff.
9. Respond to directives from agency and program staff within 24 hours.
10. Provide care for consumers regardless of location by creating and maintaining an atmosphere for both the consumer and the parent that is welcoming, understanding, communicative and supportive.
11. Through work performance and parent evaluations, demonstrate a solid working knowledge the ability to provide specific, quality care for them.
12. If consumer transport is part of job duties, may need own vehicle. Must have reliable, consistent transportation to the work site.

Physical Requirements: Ability to lift a minimum of fifty pounds. The ability to perform a two person lift of an individual weighing seventy pounds.

Training Requirements: Agency and program orientation; CPR/First Aid; de-escalation training; blood borne pathogens. Attend all staff meetings and training as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____