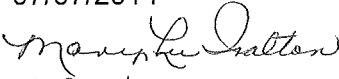




Direct Care Professional Job Description

Job Title: Direct Care Professional
Department: Program Services
Reports To: Program Services Program Managers
Job Location: Program Services Department – Envision, Community Locations and Various Homes of people supported
Work Schedule: Varies
Exemption Status: Non-Exempt
Prepared By: Human Resources
Latest Revision Date: 07/07/2014
Approved By: 
Approved Date: 7-9-14

Position Summary:

Provide services to people supported in Program Services to enhance the quality of life for people with intellectual and developmental disabilities.

Essential Job Responsibilities:

Health and Safety

- Assist people supported with medical services including medication administration, providing/administering prescribed treatments
- Provide appropriate level of supervision required for each person as determined by the interdisciplinary team (IDT) and outlined in the service plan (SP)
- Assist people supported with personal care and hygiene including toileting, bathing and peri-care
- Ensure safety of people supported by assisting in emergency situations and drills
- Assist people supported with the use of adaptive equipment
- Secure passengers' wheelchairs, if applicable, for safety by utilizing equipment provided to restrain wheelchair during transport
- Assist people supported in all areas of daily living skills, including but not limited to: personal care/hygiene, nutritional needs, cleaning, communicating, shopping and money management
- Administer First Aid and/or CPR when required
- Report any suspected Mistreatment, Abuse, Neglect or Exploitation (MANE) of a person supported to a Program Manager immediately

Program Implementation

- Recommend goals and objectives for people supported
- Implement goals and objectives developed for people supported
- Assist people supported in minimizing or eliminating negative behaviors by implementing behavior plans.
- Assist people supported in developing relationships
- Provide opportunities for people supported to participate in community events and activities that promote inclusion in the community
- Assist with or provide transportation services as needed by use of public transportation, agency vehicle, or personal vehicle and adhere to agency transportation procedures
- Participate in IDTs and SPs when requested



Direct Care Professional Job Description

Essential Job Responsibilities, cont.:

Compliance

- Accept assigned shifts including assignment of people supported, days/times, location and activities
- Establish and maintain appropriate level of respect and rapport with IDT members
- Complete required reports and documentation regarding tracking of behaviors, medications, ISPs, T-logs, general event reports, attendance and other necessary documentation, accurately and punctually
- Operate direct-connect or cell phone in compliance with the cell phone use procedure
- Report all incidents and accidents in accordance with incident/accident reporting procedures
- Attend and participate in required departmental meetings and training sessions
- Participate in in-service and other additional training opportunities
- Maintain all required training to keep certificates current
- Abide by agency and departmental policies and procedures
- Abide by the Division for Intellectual and Developmental Disabilities (DIDD) Rules and Regulations

Internal and External Relationships

- Develop and maintain positive relationships with people supported, families/guardians, co-workers, community members/organizations, vendors and the Division for Intellectual and Developmental Disabilities
- Utilize open and honest communication
- Document communication thoroughly
- Speak immediately with the Supervisor about negative interactions or possible complaints

Other Duties as Assigned.

Education and Work Experience Qualifications:

High School diploma or GED required. Experience in providing services to individuals with intellectual and developmental disabilities or personal attendant experience is preferred.

Required Skills:

- Ability to exercise good independent judgment
- Ability to work well as part of a team
- Ability to utilize verbal, written and listening skills to communicate effectively
- Knowledge of and experience with computers and electronic documentation

Certificates, Licenses, Registrations:

Must have a motor vehicle, provide proof of automobile insurance, have a valid Colorado Driver's license, an acceptable driving record and meet Envision's auto insurance carrier's age requirements. An unacceptable driving record is a record with at least 3 occurrences of any combination of accidents (regardless of fault) or moving violations during the past three years and/or a record with 1 serious violation in the last three years or 3 or more serious violations committed prior to the past 3 years, but not more than 8 years ago.



Direct Care Professional Job Description

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee is frequently required to taste or smell, talk, or hear, stand, walk, stoop, kneel, crouch, crawl, push or pull a wheelchair into / on to a loading ramp of van and push into building, assist people with mobility (walker, gait belt, walking and standing up). The employee must routinely lift/transfer up to 50 lbs (for example transferring a person from a wheelchair to a toilet) and occasionally lift up to 100 lbs with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the Direct Care Professional will have occasion to be in the community and in homes for persons with intellectual and developmental disabilities. On these occasions, the Direct Care Professional may be exposed to moving mechanical parts, precarious places, outside weather conditions, fumes or airborne particles. The noise level in the work environment is usually moderate and occasionally loud.

Employee Acknowledgement:

I have received and understand the essential duties and other requirements of my position as stated in the above job description. I am able to perform the essential duties with or without reasonable accommodations. I understand employment is at will.

Print Name

Signature

Date