

**Direct Care Professional**

**REPORTS TO:** SITE MANAGER **STATUS:** PART-TIME

**JOB SUMMARY**

The Direct Care Professional provides active support to individuals with disabilities served by the organization(s) in a residential setting. Support services are provided in compliance with the individualized service plan (MyPlan) as developed by the service team and through any and all duties assigned by team or Site Manager to ensure the delivery of necessary support services. Provide direct care services to clients in accordance with organizational policies and procedures.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Provide services and supports as identified in each assigned person’s MyPlan with attention to frequency of tasks and procedural guidelines as outlined on Home and Personal Care and Skill Development documentation. Assistance for each individual can range from verbal prompts to total assistance by the staff according to the needs of the individual.
2. Interact with individuals and staff at all times with appropriate voice tone, language and gestures in compliance with individual rights and treatment policies. At all times respecting the rights of individuals and staff.
3. Maintain a clean, comfortable, safe and secure living environment. Assisting with daily cleaning as outlined by Site Manager including but not limited to cleaning restrooms, bedrooms, kitchens and common living areas.
4. Provide services to clients to achieve maximum independence by assisting with daily living and personal needs within the plan of care, with consideration of the individual's rights and preferences.
5. Perform work in a legal and ethical framework, which supports the rights and interests of clients.
6. Provide transportation for individuals to and from community activities and scheduled appointments as necessary.
7. Complete all skill development, progress notes, home and personal care, medication administration records, timesheets and other work related documents in accordance with organization’s policies and procedures.
8. Observe for signs of illnesses or changes in health and report to Site Manager.
9. Maintain confidentiality and privacy of client information according to HIPAA and client rights guidelines.
10. Establish and maintain appropriate relationships with clients and their families.
11. Participate in mandatory meetings and trainings as required by organization.

**QUALIFICATIONS**

Ability to work with minimal supervision.

Reliability.

Insight and good judgment including the ability to evaluate situations, make decisions and anticipate consequences.

Emotional calmness and ability to follow plan of care and implement approved intervention techniques while adhering to policy.

**REQUIREMENTS**

Minimum 18 years of age

High School Diploma or General Education Degree (GED)

Basic language, math and reasoning ability.

Current Driver’s License

Reliable transportation and proof of auto insurance

Clean Ohio BCI and/or Federal background report

Ability to obtain and maintain CPR/First Aid certification

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, stand, and walk; use hands to handle, touch or feel objects; reach with hands and arms, talk or hear; taste and smell; physical flexibility and endurance. The employee may also be required to keep balance, stoop, kneel or crouch.