

**Title:** Direct Care Staff/ Relief Staff/ PRN Staff /LS-PRN Staff

**Position Type:** Hourly Position

**Responsible to:** Individuals Supported, Degreed Professional Manager (DPM), Directors, Owner

### **General Description of Duties and Responsibilities:**

Direct Care Staff, Relief Staff, and PRN Staff are responsible for maintaining a safe, supportive, and therapeutic environment which fosters growth in the individual's home or environment. Staff's main role is to provide appropriate supports focusing on specific needs and desires of each individual served; teaching, coaching, and enabling each individual we serve to live a quality life, as independently as possible. All Staff are expected to recognize when individuals are in crisis and/or in need of psychiatric and/or medical care and or other back up services and report this to DPM/Directors/Owner, following chain of command, immediately as appropriate. At all times, in every interaction, the individuals need support. Staff are expected to provide that support professionally and in a way that provides therapeutic benefit to each individual.

### **Duties:**

1. Ensure the health and safety of each individual at all times. Report immediately any threats to the health and/or safety of any individuals served to the DPM/Directors/Owner following chain of command.
2. Encourage meaningful daily activity by teaching/ assisting/ encouraging/ monitoring individuals with daily activities; provide supports to encourage appropriate behavior at home and in the community, problem solving with individuals and the team to this goal.
3. Assist with each individual's abilities, interests, and needs as asked for the purpose of assisting them in living quality lives as independently as possible. Staff should encourage and assist individuals to meet ISP goals and objective.
4. Complete accurate and appropriate Medication Administration and charting that meets provider and DMH standards.
5. Be familiar with, follow, and as asked, participate in planning for Individualized Support Plans (ISPs) for each individual served.
6. Assist with daily chores and household tasks to ensure that the home environment is safe and healthy for the individuals.
7. Interact with individuals you serve consistently to learn of any problems or concerns and report any of these appropriately through chain of command.
8. Report emergency situations immediately, calling 911 if necessary and notifying DPM/Directors/Owner following chain of command.
9. Teach and be supportive of daily nutrition at home and in the community (encourage good choices).
10. Perform mandatory record keeping (Daily Documentation, MAR/Control count sheets, Objective Tracking) legibly, accurately, and completely in keeping with provider and DMH standards on each shift.
11. Conduct safety drills and checklist as scheduled or as asked by management.
12. Attend all trainings.
13. Encourage and empower individuals in building self-esteem and understanding and exercising their rights.
14. Be available via phone, text, or email and respond when contacted (even if the answer is brief) as soon as possible.
15. Perform other duties as assigned.

**Qualifications:**

Direct Care Staff, Relief Staff, PRN Staff and LS-PRN Staff are the primary and majority of contact the individuals we serve have with the agency and play vitally important roles in the success of the individuals we serve. Staff "as natural role models" should possess the following personal qualifications:

1. Ability to pass a Family Care Safety Registry screening.
2. Ability to show strong work ethic with or without an immediate supervisor present.
3. Reliability, punctuality, and whenever possible flexibility in scheduling.
4. Interpersonal skills to engage in appropriate interaction with individuals served, team, and people in the community and/or other agencies and entities.
5. Ability to lift over 50lbs.
6. Valid driving license, Class E License obtained, and the ability to drive a vehicle.
7. Ability to Complete all agency required training and certifications within 90 days of hire (CPR/First Aid certification, Level One Med Aid Certification, Abuse/Neglect training, etc.) as required by DMH.

Staff signature below indicates an understanding of the above duties, responsibilities, and qualifications and agreement to perform as expected.

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Printed Name

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Signature

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Date Signed