

POSITION DESCRIPTION

DATE: July, 2007
TITLE: Direct Care Staff
DEPARTMENT: Turning Leaf RRS, Lansing, MI- Residential Services
SUPERVISED BY: Team Leader/Administrative Team
SUPERVISES: None
STATUS: Full-time, part time, hourly
BENEFIT ELIGIBLE: Yes-Aflac-Health with contribution
RATING SCALE: 1- Not Compliant, 3- Partially Compliant, 5- Full Compliance

Summary of Responsibilities:

Provide supervision and safety for residents living at Turning Leaf Residential Rehabilitation. Ensure quality living standards are maintained as it relates to cleanliness, nutrition, and general health needs. Provide communication across, within and between all players and functions providing services to the consumer as applicable. Maintain a professional relationship with residents of TLRRS while modeling and guiding appropriate social interaction.

Contacts:

Treatment Team both at TLRRS, the referral source, and within the community, guardians, state licensing consultant, the consumer, employers, medical personnel, accrediting bodies, and any other community agencies as appropriate.

Position Requirements- Essential:

1. Clear of having been administratively determined by a federal, state, or local government to have committed abuse or neglect.
2. Completion of CPR, First Aid and other modules outlined by TLRRS training matrix.
3. A valid Michigan driver's license with an acceptable driving record if transportation is determined to be included with position description.
4. Zero criminal history as it relates to human service, as outlined by Michigan law.
5. Read, understand, and follow all personnel policies and other policies as written and enforced by TLRRS.
6. The ability to communicate effectively in a written form when documenting resident behaviors, incident reports, and other required paperwork.
7. Present self in a professional manner at all times, including hygiene and dress. Scrubs must be worn during all shifts.
8. The ability to effectively communicate with persons served in a form that is clear and audible and in a calm and reassuring manner.

9. The desire to be taught and receive constructive criticism from Team Leader/Administrative Team in an open and accepting manner.
10. Ability to be present at work, on time, and when required.
11. Be able to read documentation pertinent to the job.
12. Read, understand, and follow all personnel policies as written.

_____Overall Rating Comments:

Specific Responsibilities- Essential:

1. Communicate with TLRRS Treatment Team including Direct Care Staff.
 - Provide feedback to Team Leader/DCS regarding consumer information pertinent to time spent on shift.
 - Complete behavior logbooks daily and communicate with Team Leader and Treatment Team regarding resident behavior.
 - Complete Medication Administration Register and communicate with Registered Nurse regarding medical/medication concerns/needs.
 - Complete Cleanliness Checklist daily and communicate with Team Leader regarding cottage cleanliness.
 - Complete incident reports when applicable.

_____Overall Rating Comments:

2. Ensure quality living standards are maintained as it relates to cleanliness, nutrition, and medical needs.
 - Prepare and serve meals/snacks at designated meal/snack times, taking into consideration reasonable requests as long as they are not deemed medically impermissible per their IPOS.
 - Complete household chores included within the Cleanliness Checklist.
 - Administer medication to TLRRS residents only after receiving appropriate training.

- Provide First Aid and/or emergency medical care if applicable.

_____ Overall Rating Comments:

3. Provide supervision and safety for residents living at Turning Leaf Residential Rehabilitation.

- Provide, assist, and/or cue residents with completion of ADL's (Activities of Daily Living).
- Ensure walkways, doorways, yard, decks, and cottages are free of debris.
- Monitor resident whereabouts throughout duration of shift.
- Complete random and end-of-shift bedroom checks to ensure resident safety.

_____ Overall Rating Comments:

4. Maintain a professional relationship with residents of TLRRS while modeling and guiding appropriate social interaction.

- Engage residents in discussion, activities, and tasks that promote healthy social interaction.
- Model appropriate problem-solving techniques, language, and behavior to aid in resident skill building.
- Promote resident independence by guiding and encouraging residents in a warm and nurturing manner.

_____ Overall Rating Comments:

Working Environment:

Work is usually performed in a home-like setting and in community facilities with the potential for exposure to infectious disease. Universal precautions are required to minimize the risk of

infection. Duties are performed in an environment where the potential for physical aggression from consumers exist. Travel to various sites in and out of county may be required.

I _____ have read and understand the job description as outlined above.

Signature

Date

Annual Evaluation Summary

Total Overall Rating _____

Goals and Objectives During the Next Year

Expected Completion Date:

1.

1.

2.

2.

3.

3.

Comments:

Employee Signature

Date

Supervisor Signature

Date