

**DIRECT CARE JOB DESCRIPTION FOR:**  
**24-HOUR RESIDENTIAL, SUPPORTED LIVING AND IN-HOME SUPPORTS SERVICES**

**PURPOSE**

The Direct Care Staff are responsible for supporting, educating and assisting individuals in all areas of daily living including personal hygiene care. The duties may include but are not limited to: community orientation and inclusion; health care; social, recreational, vocational and educational programs. Direct Care also assist in behavior management, communicating and interacting with outside support services and friends and family.

**REQUIREMENTS**

**Education/Experience/Qualifications**

- Must be at least 18 years of age with High School Diploma or G.E.D.
- Willingness to complete a background check.
- Must provide a minimum of one work reference and at least one unrelated personal reference, however Benco would prefer two work references.
- A valid driver's license and good driving record are preferred.

**TRAINING**

- Complete Pre-Service, hiring orientation.
- Successfully complete BBP/RA/OSHA training before working going to the program.
- Successfully complete the State Core Competency online course within 30 days of hire date.
- Successfully complete CPR/First Aid training within 30 days of hire date or show proof of current cards at time of hire and maintain current certification.
- Successfully complete OIS training within 30 days of hire date and maintain current certification.
- Participate in a minimum of twelve hours training annually.

**DUTIES**

- Positive teamwork with co-workers and organization.
- Positive, cooperative relationships with outside agencies.
- Read all policies and procedures, review new and revised policies as needed.
- Respect resident rights and assure they are met.
- Assist/encourage residents in all aspects of active involvement in their home.
- Assist residents with family and personal contacts.

- Assist residents in the purchase and upkeep of personal belongings.
- Assist/encourage resident involvement in community activities.
- Assist residents with appointments as needed. (Medical, community, job based, etc.)
- Assure that the resident's nutritional needs are met. (Well-balanced meals follow special diet recommendations, doctor's orders & follow menus.)
- Assure that a safe home environment is maintained at all times.
- Maintain an environment that promotes maximum growth and independence for residents.
- Assure compliance with emergency procedure requirements. (Fire drills, emergency policy/phone numbers, etc.)
- Assure that resident confidentiality is maintained.
- Initiate resident involvement in activities.
- Assist in keeping resident personal property lists updated.
- Assure program is kept clean.
- Assist residents in all areas of personal hygiene as needed.
- Administer and handle medication according to policy and OAR's.
- Document all behavior programs and tracking forms.
- Read all log entries daily. (Medication, T-Logs, behavior logs, etc.)
- Document all resident training programs.
- Accurately spend and account for program finances.
- Accurately spend and account for resident purchases.
- Keep resident money safeguarded at all times.
- Complete and turn in all reports required at specific time due. (i.e. time sheets, in-service records, mileage forms, etc.)
- Attend all mandatory staff meetings.
- Be prepared to lift, transfer and help residents in any way that may require lifting at least 60lbs.
- Be prepared to carry the pager cell phone and be on a pager phone rotation should the need come up.
- Other duties as assigned by the Program Coordinator or Assistant Program Coordinator.

**RESPONSIBLE TO:**

The Direct Care Staff are responsible to the Assistant Program Coordinator, Program Coordinator and Residential/Executive Directors.