



JOB TITLE: Direct Care Professional
DIVISION: Residential/Hourly
REPORTS TO: Service Coordinator

REVISION NO.: 12
REVISION DATE: 1/2022

POSITION SUMMARY:

Direct Care staff responsibilities vary greatly in connection with which members they work with. Some members require constant supervision and complete personal cares. On the other end of the scale, some only require verbal reminders to complete their daily tasks. The Direct Care providers are what make our agency work; they are expected to be dependable and care for the members with patience and attention to their individual needs and wants.

ESSENTIAL JOB FUNCTIONS:

- Treat members with dignity and respect at all times.
- Maintains collaborative professional relationships with members and all support team members
- Facilitates the implementation of member(s) ISP's and helps members complete their goals
- Abides by policies and procedures.
- Attend community outings and activities as scheduled. Assist with all activities of daily living, including toileting, feeding, and hygiene needs. Assist the members with transportation for grocery shopping, banking, medical appointments, employment, family visits, community activities, etc.
- Helps member(s) to advocate for themselves by gathering information, reviewing, and analyzing all aspects of an issue or concern.
- Identifies crisis situations, discusses the incident with staff and members, and provides coping mechanisms to members.
- Keeps up to date knowledge of member's health, symptoms, and medications. Maintains necessary training to best serve our members.
- Completes documentation accurately and in a timely manner including Edoc notes, goals, log prompts, cash tracking, incident reports, and medications.
- Turns in time sheet when due and fills out accurately. Abide by the time-off requests due date and filled out correctly
- Works scheduled shifts and arrives to shift on time. Switch shifts using the appropriate document. Attends scheduled staff meetings.
- Utilizes the communication log to communicate with co-workers and supervisor.
- Treats co-staff and supervisor with dignity and respect by listening to what others have to say and receiving constructive criticism.
- Drives team-related work and respects the ideas and opinions of team members.
- Presents themselves in a professional manner.
- Communicates accurate and important information to direct supervisor. Communicates effectively with co-workers.
- Helps to welcome and train new staff.
- Handles stressful situations and helps to problem solve. Displays an ability to learn rapidly and adapt quickly to changing situations.
- Other duties as assigned.

JOB REQUIREMENTS:

EDUCATION/ EXPERIENCE:
High School Degree or its equivalent.

SKILLS:

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Must be able to read, write, and communicate effectively with members and staff. Patience in working with disabled adults is necessary. Needs to have a caring attitude and be supportive and encouraging to members. A good driving record and sufficient insurance to transport members is preferred.

COVID-19 PRECAUTIONS:

RFYP staff provide a wide variety of home and community-based, health-related services that support people with disabilities. Services provided may include personal care, activities of daily living, access to health services, socialization, and more. All staff need to be aware of how COVID-19 spreads, risk factors, and prevention actions. According to the Centers for Disease Control and Prevention (CDC), COVID-19 can have a wide range of symptoms that may appear 2-14 days after an individual contracts the virus. Symptoms include fever, shortness of breath, chills, shaking, muscle pain, headache, sore throat, and loss of taste or smell.

All RFYP staff are required to follow the Mask Policy, use all required PPE, follow disinfecting procedures, practice physical/social distancing, and follow handwashing policies. All employees reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19. Staff will be sent for further testing if any symptoms of COVID-19 are present.

SUPERVISORY RESPONSIBILITIES:

None.

EQUIPMENT TO BE USED:

Knowledge of how to operate typical household appliances, including stove, microwave, dishwasher, etc. is preferred. Training for specialized adaptive equipment for individual members will be provided.

TYPICAL PHYSICAL DEMANDS:

It is preferred that the employee is able to lift at least 50 lbs. Must be willing and able to assist with toileting and other activities of daily living as required.

WORKING CONDITIONS:

Majority of work is done in each member's home or apartment, which may be a Reach For Your Potential site or a home or apartment in the community. Includes assisting members to attend community outings. Schedules are as determined by the Service Coordinator and may include day, evening, and/or overnight shifts. May be called upon to work overtime or odd schedules.

Employee Signature

Date

Employee Printed Name