



**POSITION: Direct Care Staff**

**REPORTS TO:** House Manager

The Direct Care Staff is primarily a part-time position. This person is generally assigned a variable shift and needs to be willing to be available for any type of emergency that may occur while on duty. The Direct Care Staff person must be willing, indeed, desirous of working with developmentally disabled adults and be able to handle the physical demands that may be required to help with personal care tasks. The direct care staff is responsible to the House Manager.

**QUALIFICATIONS:**

- Is a committed Christian and involved in a Christian Faith Community.
- Possesses a high school diploma or an approved equivalent.
- Has a reputation for being trustworthy, punctual in reporting to work, and reliable.
- Has a reputation for following directions and organizational policies.
- Possesses the ability to guide residents in an adult, Christian lifestyle.
- Is able to document good health and absence of TB.
- Has effective interpersonal skills
- Is sensitive to the needs of residents.
- Possesses a valid Michigan driver's license.
- Willing to accept a variable work schedule and to assume the physical requirements of caring for developmentally disabled residents.

**RESPONSIBILITIES:**

Direct Care Staff are responsible to the House Manager for the following responsibilities:

- To oversee the ongoing safety and well-being of each resident.
- To ensure that the various daily living requirements of the residents are being fulfilled. This may include meal preparation, assisting in personal hygiene tasks including bathing, toileting, and other homemaking tasks.
- To be knowledgeable of Emergency Preparedness Book and to be able to contact the appropriate person or government agency (fire, ambulance, police) as circumstances may dictate, and to take appropriate steps to ensure the safety of the residents in an emergency (for example a tornado warning).
- To be punctual and ready to assume shift responsibilities at the beginning of an assigned shift.
- To facilitate a resident's community workplace or community mental health programs, to coordinate with a resident's employer the resident's work schedules, transportation needs, and meals away from the facility.
- To facilitate medical and dental appointments and provide necessary transportation.
- To supervise the residents when engaged in off-campus activities.
- To provide transportation of residents as scheduled or necessary.

- To fulfill shopping requirements as many be assigned.
- To handle any resident's needs that may occur while on duty. Such needs may include but are not limited to: handling any illness as appropriate, providing emotional support, and providing comfort and reassurance.
- To not leave the premises until she has been relieved by the person assigned to the subsequent shift. Residents are never to be left unsupervised.
- To assist the next shift person in providing needed assistance to a resident if deemed necessary.
- To attend staff meetings.
- To document any occurrences during her shift and thereby inform other staff and management of any important occurrences. To make entries in logs as may be required.
- To be familiar with the Policy and Procedures Manual and to adhere to all policies including the agency's mission and values statements.

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Signature of Employee

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Date

Date 9-25, 2001  
Revised March 2006