



85 North Whitney St. Amherst, MA 01004

Position:	Direct Care Staff	Reports to:	Program Manager	Issue Date:	6/9/16
Department:	Residential	Location:	Various	Job Class:	Non-Exempt

SUMMARY OF POSITION:

To provide direct support care to individuals residing in community-based settings. To ensure the health and safety of all individuals and promote independence in all areas of daily living. To include but not limited to community integration, health and wellness, skill development, and successful goal achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides supervision, assistance, and support to individuals receiving services from Almadan, Inc. in accordance with the individuals' support plan
- Ensure the health and safety of all individuals receiving services
- Ability to physically assist individuals as needed to promote independence in activities of daily living skills, to include but not limited to: Personal care, community integration, meal preparation, funds management, and social skills
- Review and complete all required daily documentation
- Perform daily housekeeping task and cleaning of residence to include laundry, sweeping, mopping, dishes, and snow shoveling; ensuring to engage individuals within the residence in these tasks when appropriate.
- Provides transportation to individuals in accordance with agency policy
- Maintain current certification and training in CPR, First Aid, MAP as well as any required site-specific trainings
- Perform job responsibilities in accordance with agency policy and procedure manual in addition to state regulations
- Attend and participate in mandatory staff meetings in accordance with agency policy
- Attend in participate in meetings identified by the direct supervisor
- Participate in the development of individual's ISP under the direction of the Program Director/Manager;
- Ensure implementation of provider support strategies outlined in individuals' ISPs
- Maintain a flexible schedule as schedules may be altered based on the needs identified by individuals receiving supports
- Perform other duties as assigned.
- Consistently uphold Almadan principles outlined in the agency code of conduct

MINIMUM QUALIFICATIONS:

- High School Diploma
- 1 year of experience working with DMH/DDS
- Must 18+ years of age
- Must have a valid driver's license and reliable vehicle to remain on site

MENTAL/PHYSICAL DEMANDS:

- Must be able to bend, lift, stoop, and reach to file
- Crisis Management/De-escalation (Training Provided)

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature

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EQUAL OPPORTUNITY EMPLOYMENT:

Almadan, Inc. will not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, national origin, age, marital status, veteran status, sexual preference or disability.