

## **FONAG, Inc.**

### Direct Care Staff

Upon application, each employee shall receive a written job description, which describes the following:

1. Qualifications necessary for the position
2. Essential functions of the position
3. Job classification
4. Brief Description of responsibilities and duties
5. Title of immediate supervisor

The administrator shall designate, in writing, a person who shall be on-site or immediately available and who shall have the authority to carry out the administrator's responsibilities in the absence of the administrator and shall ensure that the identity of the designated person is made known to all staff.

Any job description distributed by the administrator is not inclusive of all duties that the employee will be required to perform. FONAG, Inc. expressly reserves the right to change the responsibilities and duties at its sole discretion. The job description may be changed orally by the administrator, and the administrator need not provide a new written job description.

Upon hire, the job description shall be signed by the employee to indicate acceptance and knowledge of the responsibilities of the position. The signed job description shall be placed in the FONAG, Inc. personnel file at the office with a copy provided to the employee.

The employer expressly reserves the right to change the responsibilities and duties as necessary. The job description may be changed orally without a new written job description which includes but not limited to the following:

1. Maintaining a daily sign-in and sign-out register.
2. Maintaining a daily log of resident activities.
3. Adhering to and enforcing the House Rules established for residents.
4. Maintaining a clean, sanitary atmosphere in the home.

5. Staff will never leave the facility unattended. If relief staff is more than a half-hour late, staff on duty will call the manager/administrator for a replacement. At least one staff member must be in the home at all times.
6. Preparing meals in a timely and appealing manner. Staff will document when a resident refuses to eat two consecutive meals or meal substitute.
7. Conducting and supervising quarterly fire drills for every work shift and advising all new residents of emergency exits. Staff will check the batteries in smoke detectors monthly.
8. Maintaining an adequate temperature setting and ventilation within the facility for the comfort of the residents.
9. Documenting all incidents in a timely manner.
10. Distributing medication exactly as prescribed.
11. Supervising residents on planned outings. Scheduling and making sure that residents keep all scheduled appointments.
12. Keeping all residents records current
13. Informing FONAG Inc of any condition or situation that threatens the health, safety, or welfare of the residents.
14. Supervising issuance and documentation of resident funds and valuables.
15. Securing facility at all times.
16. Collecting laundry as needed and making sure that all residents have clean towels and linen.
17. Assisting residents with bathing and dressing as needed.

This job description shall be signed by the employee to indicate acceptance and knowledge of the responsibilities of the position. The signed job description shall be placed in the employee's personnel file with a copy provided to the employee.

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Employee Signature

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Date