

Job Description- Direct Care Worker

Direct Care Worker
EOE/M/F/D/V

Department: Service Provision
Reports To: Service Provision Supervisor
FLSA Status: Non-Exempt

Job Summary

The Direct Care Worker is responsible for providing in-home personal care and daily living tasks as outlined by an Individual Service Plan of individuals who are physically disabled, mentally alert or mentally challenged. Note: These statements are intended to describe the general nature of the work involved for this job. It is not an exhaustive list of all responsibilities, duties, skills and physical requirements of this job. This is NOT a job offer.

Minimum Qualifications

Must be at least 18 years of age.

Must complete or test out of Agency personal care training.

Must be able to perform all duties listed in assigned Individual Service Plans.

Possession of a valid driver's license and access to a private vehicle for day-to-day job performance.

Flexibility in days and hours available for scheduled work, including evenings, weekends, and holidays.

Must submit to a pre-employment, annual, random, and for cause drug screen.

In accordance with Federal and state of Pennsylvania regulations governing facilities/agencies that offer care-dependent services, a facility/agency may not hire an applicant nor retain an employee required to submit a criminal history report if the criminal history report reveals a felony conviction under The Controlled Substance, Drug, Device and Cosmetic Act or a conviction under any of the Pennsylvania Crime Codes. In addition, any felony offense under Chapter 39, of the Crime Code (relating to theft & related offenses), or two or more misdemeanors under Chapter 39 will prohibit hiring of the applicant or retaining the employee. Agency requires a series of criminal background checks, and driving record and Medicare fraud checks as needed, at the time of hire and periodically thereafter.

Essential Functions

Provides personal care services according to assigned schedules and service plan content, including but not limited to transferring, bathing, toileting, feeding, housekeeping, errands, and emergency response. Health maintenance, bowel programs, and wound care may also be performed per state regulations.

Observation and reporting of the consumer's condition to the Agency.

Professional and confidential communication with the Agency, the consumer's family.

Other duties as assigned by a supervisor, including priority care back-up.

Education

High school diploma or GED preferred.

Knowledge Skills and Abilities

Skills in providing services for individuals with special needs with a positive approach.

Ability to work as part of a team and positively represent the Agency in the community.

Must have patience; good communication skills; math, reading and writing skills.

Adherence to a professional code of ethics and confidentiality, recognizing the rights of consumers.

Knowledge of and ability to comply with the Federal, State and Agency Mandated Regulations.

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Additional Responsibilities

Completion of periodic training programs.

Providing cross-training to other employees.

Attending staff meetings and participation in Agency committees and events.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job.

The employee must constantly talk, see, focus and hear.

The employee is frequently require to sit, walk, stand, bend, twist, stoop, kneel, crouch, crawl, push, pull, and reach

The employee must have fine manipulation ability of both hands.

The employee must occasionally to frequently life and/or move 50 to 75 pounds and maneuver a manual wheelchair.

The employee is occasionally required to lift and/or move residents of any weight, with assistance of a Hoyer lift of other protective equipment, and use all equipment effectively.

The employee must be able to handle highly stressful situations on a day to day basis.

Work Environment

The employee is frequently exposed to wet and/or humid conditions and outside weather conditions including poor driving/road conditions when traveling.

The employee may be exposed to waste, cramped, or unclean conditions in a consumer's home.

The employee may be exposed to tobacco smoke and pets, including cats, dogs, birds, etc.

The noise level in the work environment is usually moderate.