



Developmental Client Care Industries

Job Title:	Relief Facility Manager	Normal Work Hours:	Tuesday – Thursday 1:00 pm – 9:00 pm Friday 7:00 am – 6:00 pm With split Saturday 8:00 am – 4:00 pm
Reports To:	Facility Manager / QIDP	Job Location	ICF/DD-H and DD-N homes
Starting Salary:	Varies	Job Location Address:	Varies
Minimum Requirements:	Must be at least 18 years of age. Must have a current First Aid and CPR, Valid CA driver's license Must have reliable transportation Must qualify as a Designated Driver.	Must be insurable by the Company's insurance company. Must be able to read and write, follow instructions as well as give clear instructions. Good people skills. Maintain professional working relationships with others. A minimum of 1- year experience with Disabled Adults preferred (intellectually).	
Review Date(s)	Annually after 90-day Review		
Fringe Benefits	Vacation Paid Sick Leave (Per California Law) Workers Compensation Insurance Disability Insurance	Health, Vision & Dental Insurance (after 30 days) 401k (after one year)	
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> • Perform timely responses to calls from facility; within 10-15 minutes. • Assist with Daily/Monthly reports, monthly data sheet reconciliation, monthly performance reviews, client shopping as needed, monthly household inventories, • Assist in maintaining compliance of regulatory requirements • Assist in the monthly safety reports, conduct fire drills and keep fire and disaster book, monthly activity calendar, monthly outing activities, filing and thinning of resident's charts, quarterly disaster drills. • Assist in the implementation of each resident's Individual Service Plan (ISP)/Individual Treatment Plan. Attend interdisciplinary team conferences, staff meetings, in-service training, and all other meetings assigned by the QIDP. • Maintain a clean, healthy home environment for the clients, transporting clients to and from appointments as required. • Assist in planning of program activities; implement all scheduled activities as indicated. • Administer all consumer medications, as per facility medication administration procedures, document all medication administrations as indicated, monitor all medications and obtain refills as required. • Document all significant incidents as they occur using appropriate forms and procedures. • Maintain all data collection forms, progress notes and other required documentation. • Maintain staffing schedule, fill in for staff if substitute is unavailable, be on-call and available during assigned times. • Present disciplinary action(s) to staff, if necessary. Perform other duties as assigned. 			



Relief Facility Manager – Job Description in Detail (additional)

- Assist Facility Manager and oversee Direct Care Staff.
- Disaster Book: Conduct monthly fire drills, quarterly disaster drills. Do weekly smoke alarm testing, water temperatures, and documentation regarding safety belts.
- Medication shipment: should be checked for accuracy. Check MAR to MAR, check all pills are in the bubble packs, and all bubble packs arrived.
- Data Sheets: Check the new data sheets against the current month (after an ISP). Check ISP plans against new data sheets.
- Weights: Weigh resident at the same time of day each month with the same weight of clothing each month. (Note: If you weigh with AFOs and shoes on one month, weigh exactly the same way every month)
- Body Checks: Complete weekly body checks on Saturday of each week. Do monthly vital signs.
- File overflow: Assist in filing anything that FM pulls from charts intended for “overflow”. Assist in filing policy manuals, manual books and client records.
- Check residents’ backpacks every afternoon: Make sure clothes out of back pack are cleaned every week and returned to the back pack before the next Day Program day.
- Check residents’ backpacks and lunches every Friday morning: Make sure everything is there for the next day before they leave in the morning.
- Day program visits

Additional Duties:

The Relief facility manager is also responsible for working as a Direct Care Staff on a daily basis and fulfilling the duties as needed; according to the job description and/or as deemed necessary.

DCS Staff duties include but not limited to:

- Read and write, follow verbal instructions. Must have reliable transportation and telephone.
- Must be able to lift 30-50 lbs.: do repetitive lifting, pulling.
- Must be able to handle human body fluids.
- Physical exam, drug test and TB are required prior to employment.
- CPR and First aid is required within 30 days
- Must be Med Certified within the first 30 days.

Job Description:

The Direct Care Staff (DCS) is responsible for giving assistance and/or training in basic daily activities to the resident. They shall perform duties as specified in the Daily Activity Schedules.

He/She must follow the schedule as written, unless instructed otherwise by the supervisor.

Daily Activity Schedule includes: feeding, dressing, bathing, toileting, hand washing, grooming and other care of consumers and their possessions.

Program activities/active treatment as outlined on the daily/weekly Program schedules.

Providing meaningful leisure time activities and out-of-facility recreational activities for the client. Must be able to redirect clients when engaging in behaviors.

The DCS will also monitor the health conditions of the residents, and protect the environment of the residents in order to provide a safe and healthy atmosphere in which the consumers may live and grow.



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Responsibilities:

1. Assist in the implementation of ISP
2. Provide Residents personal care services as needed (hygiene, grooming, toilet training, etc.)
3. Assist in the preparation of nutritionally sound meals.
4. Maintain a clean and sanitary home environment: provide housekeeping services.
5. Maintain all data collection forms, notes, and other required documents. Document all significant incidents as they occur using appropriate forms.
6. Administer all client medications as per facility medication administration procedures.
7. Participate in monthly in-services and training programs.

The Direct Care Staff job requires a minimum of the following:

	Full Shift	Half Shift	Quarter Shift
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Frequently	Occasionally	Quarter Shift
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overhead Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Must be able to lift 30-50 lbs. Do repetitive lifting, pulling

Fine manipulation dominant hand

Ability to pull, push and twist with both hands

Visual and hearing acuity within normal limits (corrective devices are acceptable)

Employee Name (printed) _____

Employee Signature _____

Date _____