



## Developmental Client Care Industries

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| <b>Job Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Direct Care Staff                                                                                                                                                                                                                                                                      | <b>Normal Work Hours:</b>                                                                                                                                                                                                                                                                                       | Varied                  |
| <b>Reports To:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Facility Manager & Relief Facility Manager                                                                                                                                                                                                                                             | <b>Job Location</b>                                                                                                                                                                                                                                                                                             | ICF/DD-H and DD-N homes |
| <b>Starting Salary:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Current Minimum Wage Rate                                                                                                                                                                                                                                                              | <b>Job Location Address:</b>                                                                                                                                                                                                                                                                                    | Varied                  |
| <b>Minimum Requirements:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Must be at least 18 years of age</p> <p>Read and write, follow verbal instructions.</p> <p>Must have reliable transportation</p> <p>Must have a working telephone</p> <p>Physical exam, drug test and TB are required prior to employment.</p> <p>Must pass a background check.</p> | <p>Must be able to lift 30-50 lbs.: do repetitive lifting, pulling.</p> <p>Must be able to handle human body fluids.</p> <p>CPR and First aid is required within 30 days and must be Med Certified within the first 30 days.</p> <p>Must be able to maintain professional working relationship with others.</p> |                         |
| <b>Review Date(s)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Annually after 90-day Review                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                 |                         |
| <b>Fringe Benefits</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>Vacation</p> <p>Paid Sick Leave (per California Law)</p> <p>Workers Compensation Insurance</p> <p>Disability Insurance</p>                                                                                                                                                          | <p>Health Insurance (per the Affordable Care Act)</p> <p>Vision &amp; Dental Insurance (F/T, after 30 days)</p> <p>401k (after one year)</p>                                                                                                                                                                    |                         |
| <b>Job Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                 |                         |
| <p><b>Role and Responsibilities</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>He/She must follow the schedule as written, unless instructed otherwise by the supervisor.</li> <li>Daily Activity Schedule includes: feeding, dressing, bathing, toileting, hand washing, grooming and other care of consumers and their possessions.</li> <li>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 resident. Must be able to redirect clients when engaging in behaviors</li> <li>The DCS will also monitor the health conditions of the clients, and protect the environment of the clients in order to provide a safe and healthy atmosphere in which the consumers may live and grow.</li> </ul> <p><b>Duties and Responsibilities</b></p> <ol style="list-style-type: none"> <li>Assist in the implementation of ISP</li> <li>Provide clients personal care services as needed (hygiene, grooming, toilet training, etc.)</li> <li>Assist in the preparation of nutritionally sound meals.</li> <li>Maintain a clean and sanitary home environment: provide housekeeping services.</li> <li>Maintain all data collection forms, notes, and other required documents. Document all significant incidents as they occur using appropriate forms.</li> <li>Administer all client medications, as per facility medication administration procedures.</li> <li>Participate in monthly in-services and training programs.</li> </ol> |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                 |                         |



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

|                 | Full Shift               | Half Shift                          | Quarter Shift                       |
|-----------------|--------------------------|-------------------------------------|-------------------------------------|
| <b>Sitting</b>  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>Standing</b> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>Walking</b>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

|                          | Frequently                          | Occasionally                        | Quarter Shift            |
|--------------------------|-------------------------------------|-------------------------------------|--------------------------|
| <b>Bending</b>           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| <b>Squatting</b>         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <b>Climbing</b>          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <b>Crawling</b>          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <b>Overhead Reaching</b> | <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 \_\_\_\_\_