



DIRECT CARE AIDE JOB DESCRIPTION

Summary

Milestone Decisions, Inc. provides services for Individuals with Intellectual Disabilities in a residential (group home) setting. The 'group home' is their home. Our goal is to ensure that the individuals we support achieve their maximum possible growth and highest level of community integration through a meaningful life. The Direct Care Aide supports residents in all aspects of their daily life through ongoing skills training and personal care assistance; performs a number of ongoing responsibilities in accordance with State and Federal regulations related to Intermediate Care Facilities for the Intellectually Disabled (ICF/ID) under general supervision and guidance.

Essential Functions

1. Provide training/assistance to residents in all areas of daily living, including: communication skills, social skills, and personal care needs such as bathing, toileting, dressing, feeding, self-administration of medications, and oral hygiene as outlined in the resident's Individual Program Plan
2. Maintain resident confidentiality in accordance with company policy and federal regulations
3. Be knowledgeable and respectful of Resident Rights
4. Interact with and develop positive relationships with residents
5. Treat all employees and residents with dignity and respect
6. Communicate professionally and effectively with all residents' legal guardians and family/friends, community members, state and federal organizations or business contacts
7. Communicate daily at change of shift to ensure communication concerning residents' moods, behaviors, appointments, health, or any other significant information
8. Know whereabouts and conditions of assigned residents at all times
9. Safeguard personal property of residents
10. Accompany assigned residents on designated activities and/or outings
11. Assist residents in clothing selection appropriate to weather conditions and activities
12. Check and ensure that all documentation is accurate and completed in a timely manner, including, but not limited to:
 - a) Program data
 - b) ABC behavior data
 - c) Incident/Accident and Health Status Reports
 - d) Medication charting
 - e) Dietary information
13. Receives and maintains training in Assistance with the Self Administration of Medications (SAMS), to include:
 - a) Make consistent and accurate medication passes
 - b) Follow all policy and procedures for medication passes
 - c) Attend any required in-services or staff meetings regarding medication administration
 - d) Follow policy and procedure on infection control
14. Be aware of and abide by all company policies and procedures
15. Responsible for promptly notifying supervisor of all injuries, resident to resident contact, possible abuse/neglect/mistreatment or unusual occurrences involving resident's health, safety, and/or property
16. Model appropriate behavior and conduct
17. Assist in food handling preparation, serving and storage in a safe and sanitary manner

18. Attend, as required, all meetings or in-service trainings
19. Accept changes in work shift, area or days off which in the opinion of the Administrator are necessary for proper care and training of residents
20. Follow nursing directions as assigned
21. Perform all aspects of infection control
22. Be aware of and able to perform evacuation procedures
23. Follow the chain of command
24. Any other reasonable duty assigned to you either verbally or in writing by the House Administrator, Direct Care Supervisor, or Regional Administrator

Non-Essential Functions

1. Arrange transportation of residents to scheduled activities as needed
2. Transport residents in company vehicles

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. While performing the duties of this job, the employee is regularly required to talk and hear. **This position is very active and requires standing, walking, bending, kneeling, stooping, and crouching. The employee must frequently lift or move objects and residents weighing over 50 pounds.** The employee must be capable of performing a two-person transfer/lift of an individual weighing 160 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Travel: No travel is expected for this position

Education Requirements

1. High school diploma or equivalent

Competencies

1. Ability to follow instructions, organize and set priorities
2. Competency in reading and writing in English
3. Teamwork orientation
4. Stress management/composure
5. Ethical conduct
6. Flexibility

Additional Eligibility Qualifications

1. Minimum age of 18
2. Home or cell phone
3. Health and Welfare Criminal Background Check initiated (continued employment eligibility contingent upon results of Criminal Background Check)

Preferred Experience: Prior experience working with individuals with Intellectual Disabilities

Level of Authority: No supervisory responsibilities

Report to: QIDP/Direct Care Supervisor

I understand and agree to all of my responsibilities as a Direct Care Aide

Employee Signature

Date