

# Position Description- Direct Care-On Call

**Job Location:** 700 N. 3<sup>rd</sup> Street

Leavenworth, KS 66048

Group Living, Supported Living, Day Services job sites as needed.

**Work Hours:** No set hours

May be required to work a set number of hours per week/month when mandatory overtime is necessary to maintain adequate staffing in program areas.

## JOB DUTIES AND EVALUATION WEIGHTS OF POSITION

- **[.50]** \*Perform tasks as needed associated with Residential Services to include but not limited to:  
-Assuring health and safety of persons-served (Must be able to perform First Aid, CPR and all technical MANDT techniques); Assisting persons served in acquiring the skills needed to lead a quality lifestyle at home and in the community; Insuring that medication is monitored, re-ordered, and reviewed as needed; Maintaining all documentation required of the Residential Specialist position; Observing, identifying, and defining areas in which persons-served require training in order to become more independent or functional; Assist in developing methods, instruments, schedules, and procedures necessary for the efficient completion of rehabilitative objectives and document these; Maintain intra-agency communications; Assist in transportation; Assist in financial records of persons-served.
- **[.25]** \*Perform tasks as needed associated with Day Services/Supported Living to include but not limited to:  
-Act as an advocate, teach, and facilitate self advocacy; Assure persons-served safety; Administer medications and document; Maintaining all documentation required of the Day Services Position; Address and manage disruptive/aggressive behaviors or situations, may need to use crisis intervention; As Needed, provide assessment and outcome/action steps recommendation to the service coordinator; Provide feedback to service coordinators; Responsible for production activities; Perform janitorial cleaning crew supervisor duties as assigned; Perform job coaching duties as assigned; Provide transportation as assigned; Assist individuals with personal hygiene needs; Assure individuals time sheets are completed and accurate.
- **[.20]** \*Perform Alternative Day Program Duties as assigned to include but not limited to:  
-Assist person-served in community involvement and leisure activities; Provide daily assistance to persons served who do not participate in work activity; Responsible for documentation and paperwork; Mobility (lifting and transferring).
- **[.05]** \*Attend In-service Training requirements as required by the Program Director.

The Direct Care-On-Call Position may also be assigned other duties by the Program Director.

\*Essential Functions

**SUPERVISION RECEIVED**

- Program Director

**SUPERVISION GIVEN**

- No supervision of others.

**RESULTS OF AN ERROR IN ACTION OR DECISION**

- Individuals served health and safety may be put at risk. Interruption of individual served programming, non-compliance with regulatory agencies, in-effective operation of the group home. Production may be of poor quality, and deadlines may be missed, contract lost, or loss of persons-served employment. Possible disciplinary action.

**POSSIBLE CONTACTS FOR THE CORPORATION**

- Employee will meet with families of current residents. May meet with potential individual served, families, etc. and conduct tours of home.

**HAZARDS AND RISKS OF POSITION**

- Due to the nature of the position, complete confidentiality is required. Breach of confidentiality may lead to immediate dismissal.
- Employee may perform tasks that put themselves at risk of exposure to blood-borne pathogens and infectious materials.
- Implement crisis intervention techniques when dealing with individuals-served that are upset.
- Transferring individuals served which may include heavy lifting and bending.

**EQUIPMENT USED**

- Calculator, household appliances, small hand tools, vehicles, and medical devices, computer.

**MINIMUM EDUCATION AND PREFERED EXPERIENCE**

- High school diploma or G.E.D.

**CERTIFICATES, LICENSES OR TRAINING REQUIRED**

- Valid Driver’s License with zero capital and less than 3 moving violations (prior to employment)
- Insurability through the Corporation’s auto insurance.
- Pre-Employment and post-accident drug testing required.
- K.B.I., Child Abuse and Neglect Central Registry, Adult Abuse and Neglect Central Registry and Health Occupations Credentialing.
- In-services as required by supervisor.
- Must pass pre-employment and bi-annual Department of Transportation Commercial Driver Fitness Determination Examination.
- Must attend and pass CPR, First Aid, Mandt, and Medication Administration training.

THESE QUALIFICATIONS AND RESPONSIBILITIES MAY BE CHANGED AT ANY TIME TO SUPPORT AND ENHANCE THE ORGANIZATIONS SUCCESSFUL ACHIEVEMENT OF ITS MISSION.

**COMPETENCIES**

- Able to speak & write English;
- Regular & predictable attendance is essential to the performance of duties;
- Initiative;
- Ability to accept direction;
- Cooperativeness;
- Team player.

**I have read the position description and understand the duties contained herein.**

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Witness**

\_\_\_\_\_  
**Date**

