

Quality Care Services, Inc.
DIRECT SUPPORT PROFESSIONAL JOB DESCRIPTION
PART-TIME or FULL TIME

Facility: SunVilla Home, St. Cloud Home, Centennial, Timberland, Willows, Rox, SunCircle and Cooper

Job Description:

Direct Care Staff shall provide Person-Centered Services through implementation of individual program plans, program policies, and procedures. Direct Care Staff are responsible for assisting persons served in maintaining and/or increasing independence in their home. Services that we provide must be done in a way the person prefers, specifically:

- Their preferences for when, how and by whom direct support service is provided.
- That we provide services in accordance to their needs, interests, preferences.
- That what is important to a person as well as what is important for a person is identified.

Qualifications: 1 year related experience working with persons with developmental disabilities or other related experience is preferred. A valid MN driver license is required to maintain a driving position along with limited violations. Employees must meet professional requirements of freedom of any criminal and chemical abuse activity.

Major Responsibilities:

- ◆ Provide direct care and independent living skills training to persons served.
- ◆ Effectively communicate verbally and in writing to appropriate persons/agency as required.

Job Duties:

- ◆ Provide direct care and independent living skills training to persons served.
- ◆ Assist in development of individual program plans.
- ◆ Complete daily documentation thoroughly, accurately, and in a timely manner.
- ◆ Document progress of persons served as required.
- ◆ Provide training, counseling, and assistance to persons served in daily living, **including but not limited to:**
 - ◆ Personal Hygiene/Grooming
 - ◆ Community Integration
 - ◆ Care of Clothing/Belongings
 - ◆ Service recipient Rights
 - ◆ Shopping
 - ◆ Socialization
 - ◆ Meal Planning/Preparation
 - ◆ Personal Care
 - ◆ Money Management
 - ◆ Housekeeping
 - ◆ Health Care
- ◆ Coordinate daily routine of persons served.
- ◆ Assure that the rights of the persons served are observed.
- ◆ Attend all staff meeting and mandatory trainings.
- ◆ Report and document all accidents (personal and person served) incidents and vulnerable adult concerns.
- ◆ Communicate responsibly with co-workers, case managers, guardians, and others involved in the lives of the people QCS serves in order to provide the highest quality of care.
- ◆ Direct Care Staffs are responsible for working their scheduled shifts. If they are not available for their shift, they are responsible for finding a replacement (see policy and procedures under Attendance policy@ for additional information).
- ◆ Other duties assigned by House Supervisor/QCS owners.

Employees will uphold and support the philosophy, the code of ethics and the policies and procedures of Quality Care

Services and all maintain all the requirements the Department of Human Services 245D licensing division states.

Physical Effort

Heavy lifting may be necessary when working with a person with a physical disability. The SunVilla home has a Hoyer lift but requires employees to be able to lift 50-80 pounds at times. Staff will transfer individuals correctly to limit injury. Employees may need to shovel walk ways and the sidewalk during inclement weather to prevent injuries for staff and the people we serve. Staff may be occasionally or regularly exposed to individuals who demonstrate violent/aggressive behaviors.

Working Conditions

Flexible hours, including evenings and weekends, are required. Travel is necessary. The individual working in the position is required to perform job duties that will put them at risk of exposure to communicable diseases including blood-borne pathogens.

