

**Quality Care Services, Inc.**  
**DIRECT SUPPORT PROFESSIONAL – LEAD STAFF**  
**JOB DESCRIPTION**

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

**Job Description:**

A lead 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; a clean valid MN drivers license may be required and 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 approximately 35 hours a week, providing independent living skills training to persons served.
- ◆ Assist in development of individual program plans.
- ◆ Lead Staff needs to maintain a clean driving record to transport service recipients to and from activities. QCS has several company vehicles for transportation, however when a company vehicle is not used the employee will use his/her vehicle for transporting and will receive reimbursement monthly. Staff will review and sign off on the Safe Transportation Policy and Driving Record Policy.
- ◆ Completes service recipient's daily documentation thoroughly, accurately, and in a timely manner.
- ◆ Document service recipient progress 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 persons served daily routine.
- ◆ Assure that persons served rights are observed.
- ◆ Participate in ongoing staff training.
- ◆ Report and document all accidents, incidents and vulnerable adult concerns.
- ◆ Communicate responsibly with co-workers, case managers, guardians, and others involved in the lives of the service recipients in order to provide the highest quality of care.
- ◆ Lead Staff 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).
- ◆ Lead Staff are responsible to Assist the House Supervisor and House Supervisor Assistant with duties that may include:
  - Administrative duties that may include: menu planning, filing, preparing weekend plans
  - On-Call Responsibility when needed: Assisting with any emergencies (staff or service recipient) answering staff questions and/or filling open shifts when needed. Review “on-call policy in policy/procedure book.
  - The Lead Staff may be asked to temporarily step in to take over supervisor responsibilities during vacations, sicknesses or leaves.
  - Other duties assigned by House Supervisor/QCS owners.

### **Character**

Employee will uphold and support the philosophy, the code of ethics and the policies and procedures of Quality Care Services. All staff will be responsible for following the Rules and Statutes of the Minnesota Department of Human Services that govern these services.

### **Physical Effort**

Heavy lifting is necessary when working with a person with a physical disability. When situation arise, employees may need to shovel walk ways, side walk etc. Occasional or regular exposure to service recipients who demonstrate violent/aggressive behaviors. The SunVilla home has a Hoyer lift and requires employees to be able to lift 50-80 pounds at times.

### **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.