CIVITAN FOUNDATION

CAMP CIVITAN
Promoting Lifelong Fun Adventures for the Developmentally Disabled Since 1968

Job Description

JOB TITLE:	Direct Care Staff	CATEGORY:	Non-exempt
DEPARTMENT:	Home & Community Based Services	SUPERVISES:	None
REPORTS TO:	HCBS Director HCBS Coordinator		

JOB FUNCTION: Provides services necessary to assist consumers to complete routine independent living tasks; to develop living skills for individual independence; and provide primary family members a break from their daily responsibilities. Document progress and results.

1. Receives incoming referrals for services and evaluates consumer needs. Determines the number of service hours needed on a weekly basis.
2. Schedules service in conjunction with the consumer, family, Support Coordinator, and HCBS Director.
3. Provides HCBS Director with completed monthly billing and reporting documents within the time lines required.
4. Measures and documents consumer progress. Maintains, updates, and ensures the confidentiality of consumer files and records.
5. Fosters positive relationships with families and other Direct Care Staff. Refers consumers and/or families in crisis to the Support Coordinator, or other services as dictated by the type of crisis. Refers all persons who present additional medical or social problems for appropriate action.
6. Encourages consumers to participate in community, household and personal care tasks to the extent that they are able.
7. Performs any combination of tasks as outlined according to the Individual Service Plan (ISP) established by the Support Coordinator, in conjunction with the individual and/or family.
8. Attends staff meetings and training classes as required by Civitan Foundation, Inc. Participates with Civitan Foundation, Inc. staff in the development and implementation of information gathering tools as requested.
9. May perform various tasks as necessary to ensure the health, safety, and general welfare of the consumer.

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QUALIFICATIONS:

Minimum: Demonstrates empathy and understanding of the challenges faced by disabled individuals. Good communication and interpersonal skills; able to function independently as well as part of a team; able to work with a minimum amount of supervision; flexible; and able to work effectively with others.

Preferred: One year experience working with individuals with developmental or physical disabilities. Training in Home Management/Home Care for the disabled. One year experience in a related human services field. Specialty skills in ASL or other languages. Demonstrates empathy and understanding of the challenges faced by disabled individuals. Good communication and interpersonal skills; able to function independently as well as part of a team; able to work with a minimum amount of supervision; flexible; and able to work effectively with others.

Licenses: Must have a valid driver's license if transporting assigned consumers is required.

Requirements: Must meet agency licensure requirements for fingerprinting, CPR and First Aid, Article 9 state mandated training and Habilitation requirements. Must be able to lift and transfer adult clients.

Applicant Signature: _____ Date: _____

Employer Signature: _____ Date: _____