



## **JOB DESCRIPTION: Direct Care Staff**

### **Company Summary**

Habilitative Homes, Inc. (Habilitative Homes), a 501(c)(3) non-profit organization, provides care to foster children with intellectual and/or developmental disabilities. The facility is located in San Antonio, Texas yet provides support for children across the state of Texas. Pathways Youth and Family Services, Inc. (Pathways), a 501(c)(3) non-profit organization, provides a comprehensive array of services to include residential foster care, adoption, behavioral health therapy, targeted case management and crisis response to children, families and communities across the state of Texas. Pathways combined its operations with Habilitative Homes in November 2011. Pathways is the single controlling member of Habilitative Homes.

### **Job Summary**

The Direct Care Staff is responsible for providing day to day care to residents with mild or moderate intellectual disabilities.

### **Responsibilities**

#### ***General:***

- Contributes to Habilitative Homes' mission, vision, and program philosophies by way of work product and professional behavior with both internal and external parties
- Adheres to the requirements and regulations as set forth by the Texas Department of State Health Services (TDFPS) and Texas State Board of Examiners based on clinical licensure and level of care standards
- Adheres to all current federal & state laws, as well as to Habilitative Homes' Policies and Procedures, including the safeguarding of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPAA)
- Reports immediately any suspected incidents of child abuse or neglect to the Program Administrator and the Child Abuse Hotline
- Reports serious incidents and updates to caseworkers
- Attends agency meetings as required
- Completes other duties as directed by the Program Administrator

#### ***Duties:***

- Ensures the safety and basic care to the residents at Habilitative Homes.
- Supervise and provide training to residents in personal hygiene, grooming, and dressing.
- Have residents ready for school bus on time.
- Prepare and supervise meals and snacks, providing training as per schedule.
- Supervise and facilitate all recreational and leisure time.
- Plan and facilitate activities (games, play, projects, including routine daily activities).
- Keep house clean and laundry done.
- Attends staff meetings and trainings as required.
- Provide input in staff meetings to develop individual habilitation plans as necessary.
- Observe and note changes in behavior such as side effects of medication or symptoms of illness.
- Follow individual habilitation and behavioral plans.
- Document activities and maintain daily log.
- Participate in 50 hours of in-service training annually to include management of aggressive behavior and psychotropic medications.
- Be knowledgeable in and follow TDFPS licensing standards.

- Transport residents in facility van to activities and appointments.
- Administer and record medications after training by a health-care professional or a pharmacist.
- If on duty at night, provide awake staff as needed.
- Immediately report any suspected incident of child abuse, neglect or exploitation to the Child Abuse Hotline and to the Executive Director or Program Administrator and or staff supervisor.
- Facilitate weekly house cleaning, teaching residents to see dirt and clean effectively.
- Assess and correct any problems within skill level.
- Submit work order request to Program Coordinator for any work that requires a skilled worker such as major electrical and plumbing issues.
- Performs any other duties as assigned by the Program Administrator or Program Supervisor.

<b>Supervisor:</b>	Program Administrator
<b>Supervises:</b>	N/A
<b>Work Environment:</b>	Habilitative Homes' office and homes
<b>Work Hours:</b>	This is a full-time, minimum 40 hours per week position. Work hours must be flexible to include some weekend, holiday, and evening hours
<b>Classification:</b>	Non-Exempt

### **Education & Experience**

- Must have at least a High School Diploma or a GED
- Must be at least 21 years of age
- A minimum of two (1) years of prior experience as direct care staff in a residential treatment center serving children in the child welfare system
- Experience working with children diagnosed with intellectual and developmental disabilities, and behavioral and emotional disorders is preferred

### **Knowledge, Skills, & Abilities**

- Ability to assist residents during meal preparation, housekeeping responsibilities, personal hygiene, grooming and other activities as needed.
- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity
- Ability to be clear headed and decisive based on the scope of the position
- Ability to work efficiently and effectively both individually and as part of a team
- Ability to appropriately accept feedback through the supervision process thus displaying the willingness to learn, grow, and improve
- Demonstrate the ability to be a positive role model and have excellent leadership skills
- Competent in using Microsoft Word, Excel, the Internet, and other software applications
- Effective oral/written communication and organizational skills
- Ability to effectively work as a part of a professional team

### **Additional Requirements**

- Proof of valid Texas Driver's License (Type C)
- Access to reliable transportation
- Proof of valid/current auto insurance (only required for employees who transport clients)
- Copy of official state driving record
- Three (3) employment references
- Cleared criminal background check and signed statement regarding felony indictments/convictions
- Cleared TB test results (current within 12 months prior to employment)
- Cleared drug screen
- Working cellular telephone

**Physical Demands**

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, crawling, frequent sitting, standing and walking, may be required for long periods of time and may involve climbing stairs, walking up inclines, and on uneven terrain. Additional physical requirements may include, frequent lifting and or moving up to 25 pounds.

**DISCLOSURE STATEMENT**

The above statements reflect the general details considered necessary to decide the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

**I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND THE REQUIREMENTS OF THE JOB.**

**EMPLOYEE:**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

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

**SUPERVISOR:**

\_\_\_\_\_  
**Program Administrator Signature**

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