

Priorities, Inc.
Job Description/Performance Evaluation

Title: Direct Care Staff
Reports To: Administrator and/or Supervisor
Status: Nonexempt

Employee Name: _____
Review Date: _____

Job Summary:

Under direction of Administrator and/or Supervisor, this position is responsible for the implementation of client care, safety and security; and does related or other work as required in accordance with the California Department of Social Services, Community Care Licensing Division, California Department of Developmental Services, this Job Description, Priorities, Inc. Policy and Procedure Manual, and with the Priorities, Inc. Employee Handbook.

1. CLIENT CARE AND SUPERVISION:

| NEEDS IMPROVEMENT | MEETS EXPECTATIONS | EXCEEDS EXPECTATIONS |
|---|--|--|
| <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | <ul style="list-style-type: none"> • Provides intensive client supervision • Provides constant and consistent client redirection • Facilitates client participation and completion of ADL's • Provides client care and monitors all health and safety concerns • Is knowledgeable of client's service plan and implements care as assigned • Facilitates daily activity groups as assigned • Monitors client health and safety • Performs routine duties that may include making beds, lifting and moving clients, bathing and feeding clients, personal and oral hygiene of clients • Maintains a clean and safe environment • Knows and utilizes Universal Precautions • Treats all clients with courtesy, dignity and respect • Practices "Client's First" Philosophy | <ul style="list-style-type: none"> • Has been consistently successful in working with difficult clients • Has been assigned special or additional responsibilities • Is sought out by peers and other as a resource for client care and supervision • Seeks out supervisors and/or clients' clinical staff to provide feedback on clients' clinical progress • Promotes "Clients first" philosophy to others • Has been nominated and/or awarded special recognition for client care and supervision |

2. PROFESSIONAL EXPECTATIONS

| NEEDS IMPROVEMENT | MEETS EXPECTATIONS | EXCEEDS EXPECTATIONS |
|---|---|--|
| <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | <ul style="list-style-type: none"> • Supports the mission, goals and objectives of Priorities. • Complies with policies and procedures • Complies with the Employee Handbook • Understands essential functions of the job • Treats all visitors and/or referral sources with courtesy, dignity and respect • Maintains a positive work attitude • Maintains professional client relationships • Maintains professional co worker relationships • Works cooperatively with the team • Communicates effectively • Maintains a professional appearance • Interprets and implements policies, procedures and standards of care in conformity with State law and Ca. State DSS/DDS regulations • Arrives to work on time and ready to work • Maintains attendance with no unexcused absences • Accepts all other duties as assigned | <ul style="list-style-type: none"> • Has been assigned a special project or for training outside of regular responsibilities • Seeks out additional responsibilities not typical to regular responsibilities • Has been nominated and/or awarded special recognitions for teamwork, attitude or other organizational performance • Maintains a 100% attendance performance • Volunteers for additional duties |

3. RECORDS AND REPORTS

| NEEDS IMPROVEMENT | MEETS EXPECTATIONS | EXCEEDS EXPECTATIONS |
|---|--|---|
| <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | <ul style="list-style-type: none"> • Records observations in a timely and accurate manner • Ensures that all records and documentation are compliant with HIPAA requirements and regulations • Completes client records in a timely and appropriate manner • Reports and records all unusual incidents to the Administrator, Executive and/or Medical Director • Reports and records suspected client abuse • Reports and records facility safety, maintenance and health issues • Maintains client confidentiality | <ul style="list-style-type: none"> • Is sought out by peers as a resource for records and reports • Has been nominated and/or received special recognition for performance related to records and reports • Has been assigned additional responsibilities for records and reports • Has conducted formal training for the organization on specific records or reports |

4. PROFESSIONAL GROWTH AND TRAINING

| NEEDS IMPROVEMENT | MEETS EXPECTATIONS | EXCEEDS EXPECTATIONS |
|---|---|--|
| <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | <ul style="list-style-type: none"> • Has completed initial orientation • Attends all mandatory staff meetings • Attends all mandatory in-service training • Attends assigned community training • Participates in internal committee assignments • Participates in assigned special projects • Has completed the prior year's professional growth plan | <ul style="list-style-type: none"> • Is sought out as a resource or expert on specific topics, methods or techniques • Has been nominated and/or received special recognition for knowledge or skills • Actively seeks out knowledge, skills and ability information and training opportunities • Has been assigned to receive special training or education |

POSITION QUALIFICATIONS:

- H.S. diploma or equivalent
- One year experience working with severely and persistently mentally ill and/or developmentally disabled adults in a professional setting or equivalent.
- Ability to work within a team
- Ability to problem solve
- Ability to work with developmentally disabled/mentally ill adults
- Ability to tolerate stressful interactions with developmentally disabled/mentally ill adults
- Basic knowledge with clients with DD and mental illness
- Basic skills in mental health interventions and techniques
- Basic skills in care and supervision of mentally ill adults
- Basic skills in verbal and written communication
- Certification in CPR/First Aid
- Must be 18 years or older
- Posses a valid driver's license and vehicle insurance
- Must pass pre-employment drug screening
- Ability to pass a criminal background check

PHYSICAL AND MENTAL REQUIREMENTS

- Sitting for long periods of time
- Operation of computers
- Frequent walking, pushing/puling and bending/squatting
- Ability to constantly lift 5lbs or less and frequently up to 70+lbs.
- Constant overall vision; frequent reading and close up work
- Constant repetitive motion, writing, holding, reaching, grasping
- Constant hearing normal speech, talking in person, talking on Telephone/radio
- Constant exposure to noise, dirt, dust, smoke, fumes, poor ventilation, cold, heat, and hazardous materials.
- Excellent listening skills
- Empathetic communication
- Patience with those exhibiting agitation and emotional turmoil
- Must effectively deal with frequent exposure to assaultive behavior
- Ability to keep a positive attitude and positive working relationships With both supervisors and peers under stressful conditions.
- Position involves constant decision-making, public contact, concentration working weekends/nights or overtime.
- Exposure to grief and death
- Exposure to blood/bodily fluids

PROFESSIONAL GROWTH AREAS FOR NEXT APPRAISAL:

EMPLOYEE'S SIGNATURE

APPRAISER'S SIGNATURE

APPRAISAL DATE