

JOB TITLE: DIRECT CARE WORKER

The Julia Paige Family Center, LLC

JOB DESCRIPTION

Minimum Requirements:

Must have obtained a High School Diploma or equivalent. Must pass a BCI&I and FBI Background Check. Must pass the National Sex Offender Search, the Ohio Alleged Perpetrator Search, and the Child Abuse and Neglect. Registry Search. Must have the ability to demonstrate leadership/managerial skills. Must be honest and tolerant of others. Must have a willingness to grow personally and professionally. Must have a nondiscriminatory lifestyle in respect to color, creed, national origin and handicapped conditions. Must be flexible for work days and hours in order to meet the needs of the program and position. Must be able to role model acceptable, mature behaviors in spite of adversities. Must be willing to forgive daily, when residents are difficult to manage. Must respect senior staff and follow their leadership.

Supervisor:

Administrator and Director

Function:

Provide supervision to Youth placed in the care of The Julia Paige Family Center.

Supervises:

Youth in Placement

Job Description:

- Provide direct care to Youth in Placement
- Prepare (sometimes plan) and serve meals occurring during scheduled work hours.
- Assure basic food items are adequately stored or returned to storage.
- Assure the proper usage, cooking, cleaning, and storage of all kitchen utensils, cookware, appliances and serving ware.
- Provide support and supervision of Youth's laundry skills regarding clothes and linen.
- Provide support and supervision of cleanliness of the home.
- Provide support and supervision of Youth's hygiene: encourage & support healthy hygiene skills.
- Model a positive attitude, appropriate language/communication, and mature behaviors to Youth AT ALL TIMES.
- Interact with Youth, as much as possible.
- Provide positive feedback to Youth: praise, recognition, and redirection.
- Be aware of Youth's location(s), at all times.
- Assist Director, Administrator, Therapist, Case Manager, Teacher in caring for Youth during: outings, groups, school room/class time, field trips, house meetings.
- Transport Youth in company vehicles, when necessary.
- Dispense medication(s) to Youth, logging each dose.
- Document daily progress of behaviors of Youth on Progress Notes for each shift.
- Document all incidents and distribute to the necessary parties.
- Inventory clothing and personal items, along with wandering/reasonably searching residents who are leaving or returning to JPFC: for visits, appointments, or off campus activities, as directed.
- Attend all mandatory meetings and trainings.
- Complete all mandatory trainings, in a timely manner.
- Be a team player/leader with other staff – AT ALL TIMES.

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- Provide a team approach to identify and serve the needs of the Youth.
- Implement Behavior Interventions
- Develop a clear understanding of the rules, regulations, expectations and requirements to remain a direct care worker at The Julia Paige Family Center.
- Remain in compliance with established Policies and Procedures for The Julia Paige Family Center.

I certify that I have received and reviewed this job description concerning the position for which I have been hired.

Employee Name (Printed)

Employee Signature

Date