



Job Description

Direct Care Staff / Direct Support Professional

Qualifications, Special Skills, Education and Experience Required

This position requires a High School Diploma or Equivalent, 5 years' experience in human relations or closely related area. Candidate must possess a current, valid Georgia State Driver's License that meets the Transporting driver standards. Standard experience qualification also include but are not limited to:

Competencies:

Experienced in Microsoft Office "13" – Word, Excel, Publisher, Outlook, and Adobe. Must also be able to type at least 20 words per minute.

Never have been shown by credible evidence (e.g. a court or jury, a department investigation, or other reliable evidence) to have abused, neglected, sexually assaulted, exploited, or deprived any person or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application; A criminal records check (in accordance with Title 33) may be used to partially meet this requirement, but it must be supplemented with other evidence.

Not have made any material false statements concerning qualifications requirements either to the department or Forever Care Inc. Nor have never been listed on the Georgia Abuse Registry. Must be of age 18 years or older and able to effectively communicate verbally in English and able to comprehend instructions. Employee is to participate and complete the Orientation and training and evidence shall be stored in the personnel's record.

Duties/Responsibilities:

All personnel are responsible for daily record keeping client condition changes to their supervisor that affect development change, and evaluation of client care plans. Staff assigned to cases will be expected to participate in case conferences to further accommodate the process.

Staff responsible for transporting a client must a valid current driver's license and a Motor Vehicle Report on file. A Direct Care employee is an individual who provides assistance by performing personal care services to our service recipients. This assistance is not limited to the performance of Activities of Daily Living (ADL) and Instrumental Activities of Daily Living (IADL). The scope of services will include the following:

- Laundry
- Transportation
- Bathing, shampoo, personal grooming
- Mobility, ambulation, transfers
- Toileting, bowel and bladder elimination
- Nutrition, meal preparation and meal consumption
- Housekeeping

The services provided to a client are based on and limited to a client's care plan developed by , the client, and/or the client's family. The care plan is based on an assessment of the client's needs for services, developed in conjunction with a functional assessment and with the input from the client and/or client's family. PCP services are tasks that are necessitated by a client's disability or chronic condition that limits the client's ability to perform functional activities or daily living (ADL's) and instrumental activities of daily living (IADL's). PCP services vary depending on the needs and requirements of each individual client. Client needs and requirements are documented through the client's uniform assessment instrument. These services involve direct care from cueing/prompting to total assistance and may include the following activities:

- Assistance with activities of daily living and/or personal hygiene. These activities may include dressing, bathing, grooming, eating, routine hair, and skin care;
- Assistance with bladder and/or bowel requirements or toileting needs including helping the client to and from the bathroom, or assisting the patient with bedpan routines;
- Assistance with transfer activities and ambulation;
- The personal direct care staff does not administer medication but may assist by opening drug containers, medicine planners, opening the medication for the client and/or medicine reminders;
- Assistance with meal preparation. Examples of meal preparation activities include menu planning, storing, preparing and serving food;
- Assistance with housekeeping, tasks that include assistance with activities related to housekeeping that are essential to maintaining the client's health and safety.
- Transportation services include accompanying and personally assisting clients on trips outside the home, is not limited to activities involving community integration, medical appointments and grocery shopping in either company vehicle, accompanied in community vehicle or personal vehicle with pre-approved accommodations/negotiations.

Services NOT Permitted:

Services that are not permitted as personal care include the following:

- Application of dressings involving prescription medications and antiseptic techniques, including the treatment of moderate or severe skin problems
- Giving injections of fluids into veins, muscles, or skin
- Administration of medication (as opposed to assisting with self-administered medications);
- **Disposal of Medication is NOT permitted by DCS Staff or the State.**
- Arranging or handling of the medi-set is not permitted.
- Physical assessments or any form of restrictions
- Changing hours, days or increasing and/or decreasing time authorized;
- Buying alcoholic beverages or cigarettes.
- Making long distance calls from the client's phone;
- Loaning, borrowing or accepting gifts of money or personal items from the client
- Accepting or retaining money or gratuities for any reason other than that needed for the purchase of specific items or co pay for medications that client.



DCS Compensation & Benefits

Net Salary: _____ **USD/Weekly** **Email:** _____ **Signature:** _____

Interested Candidates Contact Information

Name: _____
Email: _____
Address: _____
Phone #: _____
Date of Birth: _____

Interested Candidates should submit a completed resume and cover letter to:

Contact Name: Tanisha Farquharson
Email Address: Forevercareinc@gmail.com
Company Address: 6654 Hawes Dr. Lithonia Ga 30058

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	