

DIRECT CARE PROFESSIONAL

Direct care professionals are responsible for caring for consumers according to their ISP and per policy of J & S Harris Homes. Call 419.705.5773 or email a resume to Jshh@sbcglobal.com.

Assist with the general care of all consumers. These jobs include:

- Meal preparation, and taking pictures of meals and send to supervisors
- Med passing
- Daily hygiene
- Clothing selection: ensuring the consumer picks weather-appropriate clothing
- Physically acknowledge the buses at pick-up and drop-off times
- Housekeeping (detailed cleaning list)
- Charting on various programs
- Assist with packing lunches
- Laundry
- Consumer appointments (current driver's license and car insurance, personal vehicle required)
- Any/all medical adaptive equipment
- Conduct Fire and Safety drills and Tornado drills monthly according to the schedule
- Responding to company text messages, emails, voice messages, and phone calls in a timely manner
- Fill out documentation each shift: MAR sheets, HPC Sheets, ISP documentation forms, Facility Census Sheets, Behavior doc sheets (BSP), Communication log, Ledgers, Signature log (monthly), Consumer personal inventory (as needed), Incident reports (as needed), grocery list (weekly)
- Pull weekly documentation on Sunday nights to go to the office: ISP doc sheets and Census sheets
- Pull documentation last day of the month: HPC Sheets, MAR Sheets, Behavior doc sheets

Shifts

6 hours

12 hours

18 hours

Up to 24 hours (continuous)

Pay Rate: Based on experience

Benefits: Full-time employees are eligible for a week paid vacation after one complete year of service and two weeks after three years **IF IN GOOD STANDING**.

32-40 hours=full-time

Skills:

- Patient
- Team Player
- Can be trained
- Have great communication skills
- Want to work with the MRDD community
- Good work ethic
- Follow directions
- Flexible availability
- Must be able to prepare meals
- Must be able to use fax machine
- Trustworthy