



Serra Center

POSITION: Direct Care Staff - ICF/DD-H Homes
(Intermediate Care Facility/ Developmentally Disabled Habilitative)
SUPERVISOR: Program Supervisor / QMRP
STATUS: Non-Exempt

The ICF/DD-H Homes are 6 bed care homes in a residential setting. The homes are Licensed by the Department of Health Services and designed to provide 24 hour care, supervision and support to individuals who have a recurring but intermittent need for nursing services. The program emphasizes active treatment, specifically related to ADL's (Activities of Daily Living) and Behavior Modification.

DUTIES AND RESPONSIBILITIES:

1. Provide assistance and training with ADL's (i.e. personal hygiene, meal-time etiquette, social interactions) as defined in the Individual Support Plan (ISP), with the purpose of developing confidence, self-esteem and skills.
2. Administer medications and treatments as prescribed and provide needed documentation.
3. Implement Behavior Plans (as applicable) and provide guidance for exhibiting appropriate behavior through example.
4. Prepare meals and maintain cleanliness of home.
5. Facilitate community socialization, activities and events, whether they be with the group or individually.
6. Emphasize an individual's abilities and provide support with limitations.
7. In accordance with Title 22 and Department of Health Regulations, monitor and document client progress via required documentation (daily progress notes and data collection, Nurse Notification, MAR's, special incident reports, etc).
8. Protect the individual's rights and provide the opportunity for informed choices.
9. Act as an advocate and comply with Mandated Reporter regulations.
10. Respect that the environment in which you are working is the client's home.
11. Attend mandatory In-Service trainings monthly and staff meetings as assigned.
12. Perform duties and responsibilities in accordance with Serra Center Policies and Procedures.
13. Maintain open communication with co-workers, supervisor, other team members as applicable.
14. Other duties as assigned by Supervisor.

REQUIREMENTS:

1. High School Diploma. Experience working with the developmentally disabled population preferred.
2. Proficient written and verbal communication skills.
3. Ability to work within a team.
4. Valid CA Driver's License.
5. Department of Justice (DOJ) clearance, fingerprinting, pre-employment Physical & TB.
6. Willingness to provide compassionate care to the developmentally disabled population.

I understand the duties listed above and as explained by my supervisor.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____