

Ringgold County, Iowa
Job Description
Ringgold County Supportive Services Part-Time Direct Care Staff

Job Title:	RCSS Part-Time Direct Care Staff	Supervises:	N/A
Department:	RCSS	FLSA Status:	Non-Exempt
Reports to:	RCSS Director	Hours: (Varies)	M-F 8:30 a.m. – 3:30 p.m.

Summary:

Under the general direction of the Ringgold County Supportive Services (RCSS) Director, assume responsibility for direct care and activities of the program as they relate to the individuals.

Essential Job Duties and Responsibilities:

- Timely, reliable and consistent physical attendance is an essential function of this position.
- Performs direct care for adult individuals with intellectual disabilities.
- Carries out duties to meet physical and psychosocial needs of the individuals as instructed by the Program Director.
- Participates in formulation, implementation, and evaluation of each individual's overall plan for day activities.
- Assists the Program Director in maintenance of each individual records in participation, goal tracking and progress in the program. Responsible for completing daily documented progress notes for the individuals. Documentation will be completed daily (as able).
- Will effectively work and communicate with individuals, families, volunteers, and fellow staff members in program related duties.
- Encourages individuals to utilize their maximum capabilities in activities in order to maintain and/or improve their independence.
- Assists the Program Director in establishing and maintaining optimal functioning of the program.
- Assist with daily activities within the building and community.
- Responsible for client choice activities throughout the day.
- Reports any concerns, safety issues, needs, and progress to the Program Director. Completes Incident/Accident report following proper procedures posted with reports.
- Conducts program activities effectively to meet a variety of individual's abilities and needs.
- Responsible for maintaining cleanliness of program facilities along with co-workers and individuals.
- Promotes community awareness for those with disabilities and their needs.
- Attends meetings, training and in-services as required.
- Completes and meets all deadlines as instructed by Program Director.
- Responsible for individual's transportation to and from any/all program activities.

Preferred Minimum Qualifications - (Education and Experience):

- High School graduate age 18 or older.
- Experience and/or Secondary education in services or activity programming, preferred.
- Experience working with those with disabilities, such as intellectual disabilities, preferred.
- Current physical exam including Tuberculosis test at entry. Hepatitis B series will be offered to all new employees.

Job Description: RCSS Direct Care Staff Level 2

- Personality effective in establishing and maintaining effective working relationships with individuals, families, staff members, board members, and the public.
- Negative record for criminal background and adult/child abuse registry.

Physical Demands:

- Physical capability of lifting (10 to 20 pounds), bending, standing, stooping, kneeling, reaching (vertical and horizontal), and walking utilizing proper body mechanics.

Certificates, Licenses, Registrations:

- Motor vehicle operator's license and ability to obtain/maintain class D license.
- Completes and maintains CPR & First Aide training.
- Completes and maintains Dependent Adult Abuse training.
- Completes Medication Management classes successfully.

Employee Signature

Date

RCSS Director

Date