



Day Program – Direct Care Provider

JOB TITLE: **Day Program Direct Care Provider DTA**

DEPARTMENT: **Day Program**

REPORTS TO: **Day Program Coordinator**

FLSA STATUS: **Non-Exempt**

EEO Classification 09

Safety Sensitive Position

SUMMARY: Provides services necessary to assist consumers to complete routine independent living tasks; to develop living skills for individual independence; and provide primary family members a break from their daily responsibilities. Documents consumer's progress and results.

ESSENTIAL ROLES AND RESPONSIBILITIES: (Illustrative Only – Work assignments may vary and will be communicated to the employee by the coordinator.)

- ◆ Measures and documents consumer progress.
- ◆ Maintains, updates, and ensures the confidentiality of consumer files and records.
- ◆ Provide member training in life skills to increase independence.
- ◆ Strictly adhere to the Quincea confidentiality policy and all state and federal laws. information about Quincea and its members will not be discussed, taken from the premise or divulged outside the agency without prior approval.
- ◆ Performs any combination of tasks as outlined according to the Individual Service Plan (ISP) established by the Support Coordinator, in conjunction with the individual and/or family.
- ◆ Communicates and interacts with members on an individual and group basis, promoting individual choice, freedoms, responsibility and support for members;
- ◆ Acts as an appropriate role model and support in using appropriate language, dress, manners, and respect;
- ◆ May perform various tasks as necessary to ensure the health, safety, and general welfare of the member.
- ◆ All logs and documentation must have appropriate signatures.

- ◆ Administers non-prescription and prescription medication as prescribed by licensed medical professionals.
- ◆ Reviews approved policies, standards, services and procedures.
- ◆ Reports unusual incidents on proper forms and informs appropriate staff regarding incidents within required time frames.
- ◆ Work all hours as scheduled and report to work on time as scheduled.
- ◆ Attend staff meetings and trainings required by Quincea
- ◆ Miscellaneous duties as assigned.

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The employee must demonstrate empathy and understanding of the challenges faced by disabled individuals. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Good communication and interpersonal skills; able to function independently as well as part of a team; able to work with a minimum amount of supervision; flexible; and, able to work effectively with others.

EDUCATION: High school diploma or GED; or (1) year related experience as required for Habilitation and /or training, experience in behavioral health; or any combination of training and experience that demonstrates the necessary skills may be substituted for the aforementioned experience.

REASONING ABILITY: direct care providers will require the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations. Patience and understanding of working/transporting disabled adults is a must.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit. The employee must regularly lift and or move more than 50 pounds and occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee may be exposed to extreme heat during the summer. The noise level in the work environment is usually moderate. Ability to work under stressful conditions that may include dealing with difficult people and handling multiple work assignments.

CERTIFICATES, LICENSES, REGISTRATIONS: Eligibility to provide direct care support for Quincea members requires the following:

- ◆ Current Article 9 certification
- ◆ Current CPR and First Aid certification
- ◆ Valid Level One Fingerprint Clearance Card
- ◆ Additional training and certifications dependant on consumer needs.

If transporting clients:

- ◆ Employee must obtain a valid Arizona drivers license and will carry it with them at all times. A current copy must be inside the employee file.
- ◆ Employee must provide a current year MVR driving record that will meet satisfactory driving history for the insurance provider. A copy of MVR for the last three years must be inside the employee file.
- ◆ Employee must provide automobile insurance card and registration.
- ◆ Employee must assist members to enter and leave vehicle, assist in buckling seat belts as needed, use wheelchair lift as needed, load and unload baggage, wheelchairs, walkers, and other items, and perform other duties as necessary.
- ◆ Employee must perform a vehicle sweep to ensure no person is left behind, every time a member is transported.

◆ Employee must conduct themselves appropriately and professionally and obey all laws of the Arizona Vehicle code.

◆ When transporting, employee is expected to follow all Quincea corporate policies and procedures.

OTHER REQUIREMENTS:

◆ Must be at least 18 years of age (licensing requirement), 21 years of age if required to drive a Quincea vehicle.

◆ Must be fully ambulatory and able to lift consumers (a minimum of 50 pounds.)

◆ Must be able to assist members (involves many physical activities, including but not limited to, kneeling, reaching, stretching, bending, etc.)

◆ Must be able to demonstrate competency in the following areas: operate an agency transport vehicle; manual dexterity to keep documentation records; able to visually and auditorily monitor consumers; perform crisis intervention techniques to prevent behavior harmful to the consumers or others; assess and provide behavior management in crisis situations and call for assistance if needed; and able to physically perform First Aid/CPR.

◆ Required to pass a criminal/background check in accordance with Arizona Revised Statute 36-594 utilizing information on form DD-258 and fingerprint check.

◆ Must satisfactorily complete all comprehensive training programs within the required timelines.

The classification specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

I have read and understand the job duties and responsibilities for this position. This Form indicates specific job duties that will be used as performance evaluation and improvement guidelines.

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Supervisor's Name – Print

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