



JOB TITLE: HCBS - Direct Care Provider
DEPARTMENT: Home and Community Based Services
REPORTS TO: HCBS Coordinator or designee
FLSA STATUS: Non-Exempt
EEO Classification 09
Safety Sensitive Position

SUMMARY: Under the general supervision of HCBS Coordinator, provides services to Quiñcea Members with developmental disabilities based on individual service plans and personal care requirements. Distinguishing characteristics of this position: responsible for interacting with and providing a safe environment for Members which may include social and community services/ activities.

Direct Care Providers will provide short-term respite care and supervision consistent with the health needs of the Member and/or support of the guardians for the benefit of the individual Member.

Direct Care Providers will provide habilitation services to increase life skills and independence of the individual Member and or attendant care for facilitation of a Members needs.

Services overview:

Respite: Respite services are designed for the short-term, temporary care of our members, with the purpose of giving the parents, guardians or caregivers a break from the everyday routine of caring for a member with special needs. This service can take place in the Member's home, in the community or in the home of the respite provider (with prior authorization ONLY).

Habilitation: Habilitation is one-on-one therapy, designed to teach, model and/or improve an individual's daily living, life, social, gross/ fine motor, communication, organization, transportation and health/ fitness skills/ goals with clearly defined goals based on individual service plans. This service can take place in the Member's home, in the community or in the home of the respite provider (with prior authorization ONLY). Typical goals lay within the areas of language, communication, self-help, social skills, memory, cognition, community integration and adaptive behavior. Providers need to have 6 months experience to perform these tasks.

Attendant Care: Attendant Care is designed to provide direct physical assistance to an individual that is unable to perform common day-to-day tasks by themselves. These tasks can include but are not limited to assisting the individual with their personal hygiene, dressing, meal preparation, feeding/ drinking, shopping, lifting, transferring and toileting.

ESSENTIAL ROLES AND RESPONSIBILITIES

- These tasks are illustrative only, as work assignments will vary and each assignment will be communicated to the HCBS employee by the HCBS Coordinator (or designee) prior to the assignment start.

◇ Provide care and companionship to people with disabilities in order to give primary family members, caregivers and/or guardians a temporary break from daily care responsibilities.

◇ Provide member training, modeling and mentoring in life skills to increase independence.

◇ Assist members with eating, toileting, dressing and other daily living skills/ tasks.

◇ Encourage members to participate in community, household, and personal care tasks to the extent of their abilities.

◇ Measure and document member progress.

◇ Provide HCBS Coordinator (or designee) with completed data logs and billing documents within the time lines required. All logs and billing documentation must have appropriate signatures.

◇ Administers non-prescription and prescription medication as prescribed by medical professionals.

◇ Reviews and stays abreast of current approved policies, standards, services and procedures.

◇ Reports incidents on proper forms and informs appropriate supervisory staff regarding incidents within the mandated time frames.

◇ Strictly adheres to the Quiñcea confidentiality policy and all State and Federal laws. Information about Quiñcea and its Members will not be discussed, taken from the premises or divulged outside the agency without prior supervisory approval.

◇ Acts as an appropriate role model and support in using appropriate language, dress, hygiene, manners and respect.

◇ Communicates and interacts with Members on an individual and group basis, promoting individual choice, freedoms, responsibility and support for Members.

◇ Works all hours as scheduled and reports to work on time, as is scheduled.

◇ Ensure all authorizations and hours are in place and available prior to working. These authorizations are available upon individual request through supervisory staff.

◇ Attend staff meetings and trainings required by Quiñcea and DDD contracting authority.

◇ Miscellaneous duties, as assigned.

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, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ◇ Must be 18 years of age, 21 years old if driving a Quiñcea vehicle or transporting student members.
- ◇ High school diploma or GED
- ◇ One year related work experience or equivalent combination of education and experience, especially working with individuals with intellectual disabilities.
- ◇ Ability to lift up to 50 pounds, sit, stand, kneel, push or pull for extended time or intermittently.
- ◇ Must demonstrate applicable job position knowledge based on the specific needs of each specialized job, as well as a history of patience in mentoring, coaching or working with individuals with physical, social or cognitive disabilities.
- ◇ Required to pass a criminal background check in accordance with Arizona Revised Statute 36-594 utilizing information on for DD-258 and DPS fingerprint clearance.
- ◇ Demonstrates strong interpersonal and communication skills, as well as the ability to apply common sense, best practices and understanding to carry out detailed written or oral instruction.
- ◇ Able to work both in a supervised setting and independently, with a team or individually.
- ◇ Maintains a high standard of honesty integrity, and impartiality, free from any personal bias, considerations, and favoritism or partisan demands. Reports any inappropriate or unlawful, Article 9 violations by any person(s).

CERTIFICATES, LICENSES, REGISTRATIONS:

- ◇ Current Article 9 certification
- ◇ Current CPR and First Aid certification
- ◇ DPS Level One Fingerprint Clearance Card
- ◇ Valid Arizona drivers license
- ◇ 39 month MVR from the Arizona MVD, that will meet satisfactory driving history for the insurance provider
- ◇ Current automobile registration and valid vehicle insurance coverage
- ◇ Current Prevention and Support intervention certification
- ◇ Current Medication Administration certification
- ◇ Current Hazardous Communication certification
- ◇ Current Habilitation certification
- ◇ Vehicle inspection (done by agency upon hire and each year afterwards)
- ◇ Current Direct Care Worker (DCW) certification
- ◇ Prior to driving Members, employees must attend a vehicle safety compliance training, as dictated by Quiñcea management and protocols

IF TRANSPORTING MEMBERS:

- ◇ The employee will assist members to enter and leave the vehicle, assist in fastening safety belts, use the wheelchair lift safely, load and unload baggage, wheelchairs, walkers, and other personal items, as necessary.
- ◇ The employee must conduct a pre-travel inspection of the vehicle to ensure that all necessary and required safety equipment, gas and vehicle (to include body, tires, windows, etc.) are in good condition.
- ◇ The employee must perform a physical (visual) vehicle sweep, to ensure that no person is left behind, every time a member is transported.
- ◇ The employee must obey all vehicle safety laws and traffic signs, as well as conduct themselves in a professional and appropriate manner.

I _____ do not drive/transport in the scope of my employment with Quincea Inc. HCBS services.

Employee Signature

Date

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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Employee Name - Print

Employee Signature

Date

Supervisor's Name - Print

Supervisor's Signature

Date