

Job Description Direct Care Worker – Full/Part-Time

Responsible for providing direct care services to Kadima clients in a group home setting.

Responsibilities:

- Implement client treatment plans as determined by the treatment team
- Carry out daily routines as assigned
- Ensure access to recreational, cultural, and religious opportunities for clients
- Provide transportation to and from vocational programs, day programs, medical and dental appointments, activities, etc. with company and/or personal vehicle
- Ability to assist clients who have mobility, balance, strength and/or physical limitations
- Write daily entries into log regarding each client and his/her interactions; with peer group, Kadima staff, interactions at day/work program and in the community, health and hygiene, household responsibilities and other pertinent information
- Assist and supervise clients with household responsibilities and/or perform house chores when clients refuse or are unable to do so, e.g. laundry, meal prep/clean up
- Accurate administration and documentation of medications
- Assist with daily living issues
- Provide support and encouragement
- Knowledge and implementation of emergency procedures
- Accurately account for any money assigned
- Act as a positive role model for clients
- Attend scheduled staff meetings and supervision sessions with the house manager
- Follow Kadima mission statement and core values
- Abide by the National Association of Social Workers (NASW) Code of Ethics, Adult Protection Code, Mental Health Code, and the Commission on Accreditation of Rehabilitation Facilities (C.A.R.F.) guidelines
- Any other duties assigned by the house manager

Qualifications:

- Minimum high school diploma; must be over the age of eighteen
- Valid Michigan drivers license, good driving record, and must have own vehicle at work, vehicle insurance and registration
- Flexibility, knowledge of basic housekeeping skills
- Able to drive a vehicle, ascend/descend stairs, life minimum of 10 pounds, provide physical support to clients as needed
- Experience working with adults with psychiatric disabilities
- Good written and oral communication skills

Reports to:

Group House Manager

Print/Sign Name

Date

February 2014 Direct Care Worker Job Description – Full/Part-Time Hourly, Non-Exempt Position