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| <b>Job Title:</b> Cook / Direct Care Professional | <b>Posting Date:</b> 7/7/2020 |
| <b>Status / Shift:</b> Full Time / Days           | <b>Location:</b> Livonia      |

Community Opportunity Center (COC) offers a rewarding career experience working with adults with developmental disabilities. COC employees receive competitive wages, excellent benefits, retirement funding and ongoing training and professional development.

### **General Statement of Responsibilities:**

As the Cook / Direct Care Associate you will be responsible for the assistance on the daily living skills and in the implementation of planned programs for each individual resident. You will participate in the preparation and supervision of daily meals and provide supervision to ensure that individuals are safe. You are required to adhere to the policies and guidelines set forth by the COC Board of Directors and the public acts, rules, and regulations under which the program operates.

**You will be required to cook a minimum of one complete meal per day in accordance with the planned menu following individual resident's dietary needs. The meals are to be well balanced, well prepared, nutritious, pleasing to the eye and palate. Looking for ways to encourage participation and assistance from residents when possible.**

### **Cook:**

- Shop for groceries according to; planned menus, dietary requirements, while maintaining the home's food budget
- Properly store and label food as per DHS licensing regulations
- Maintain a clean kitchen by cleaning refrigerators, cleaning stoves and ovens and mopping the floor daily
- As directed, purchase and maintain records of all supplies, materials and goods used and needed
- Supervise or assist persons in meal cleanup and overall cleanliness and maintenance of their home.

### **Direct Care:**

- Assist in teaching skills needed including appropriate interdependence
- Evaluate suitability for most appropriate living situation and vocational or employment placement
- Transport persons to and from places of employment, activities, and appointments
- Accompany individuals to programmatic and necessary personal activities and appointments, including shopping in the community
- As directed, assist in the scheduling of appointments and follow-up appointments
- Assume primary responsibility to ensure the work and living areas of the home are in good order.
- As directed, assume responsibilities in areas of maintenance and repairs, housekeeping, physical grounds, and vehicle care

- Assist in the development and implementation of the home's scheduled activities and assist persons as necessary in the utilization of leisure time
- Coordinate as directed and ensure that medical and dental needs of individuals are met, and prescriptions and other medical supplies are obtained timely
- If a sleep shift is worked, it is expected that staff get up when needed to attend to the needs of the individuals
- Perform other assigned duties related to the field of service and to the maintenance of the home
- Assist in instructing people in skill areas of:
  - Self-sufficiency, Physical health care, Nutrition, Social development,
  - Employment, Community resources, Emotional maturity, and Communication

### **Administration / Reporting:**

- Assist in the implementation and documentation of individual planned programs for each person
- Maintain records of requested data for MCPN and individuals
- Complete and maintain accident or incident reports as needed /required
- Maintain records of other significant incidents/concerns related to the individuals and the home. Encourage wellness activities and document accordingly
- Documentation of appointments must be accurate and complete
- Administer and document the administration of medications in accordance with approved guidelines
- Participate regularly in staff meetings, ISP's and other assigned meetings including in-service training programs
- Work cooperatively with families/guardians, other agencies or service providers and appropriately address or channel concerns and or problems

### **Qualifications:**

Preference will be given to people with:

- High school diploma or its equivalent
- Experience in residential services with people who have developmental disabilities
- Ability to maintain a flexible schedule
- Ability to relay a positive image to residents, parents, guardians and to the public
- Ability to work cooperatively
- Good physical health, including a negative TB test

### **Essential Job Requirements:**

- Employees must be at least 18 years of age.
- Employees must be able to read and write proficiently
- Valid Michigan driver's license, proof of good driving record and retain the ability to be insured through Community Opportunity Center's insurance carrier.

- Employees must be able to successfully complete all required MDCH/CMH training in the required time allotted.
- Employees must be physically capable of pushing, transferring, and lifting persons who will require physical assistance.
- Employees must be able to reach and bend as they assist the residents with housekeeping activities or other related functions.
- Employees must be in such physical and mental health so as not to negatively affect either the health of the individual or the quality of his/her care.