

Adopted Date:

Latest Revision: 06/2017

Direct Care Professional

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General Statement of Responsibilities:

The Direct Care Professional assists persons with their daily living activities and personal care and in the implementation of programs of special interest and individualized according to needs and preferences. Participates in the preparation and supervision of daily meals. Provide supervision to assure that individuals are safe.

Direct Care Professional will promote an unconditional "culture of gentleness" by using positive support and approaches and always treating people with dignity and respect. She/he will adhere to COC policies and procedures, public acts, rules and regulations under which homes associated with COC operate, including directives and standards required by Managers of Comprehensive Provider Networks (MCPNs).

Core Relationships:

1. Reports to the Administrator
2. Maintains positive and professional relationships with persons served, families, guardians and Power of Attorney's (POA's), personnel throughout the corporation, business partners and members of the community.

Job Specific Responsibilities:

1. Assures that applicable COC Policies and Procedures are known and carried out in the house.
2. Assists in instructing individuals in the skill areas of:
 - a. Self-sufficiency
 - b. Nutrition, meal preparation and serving meals, clean-up
 - c. Physical health
 - d. Social Development
 - e. Interdependence
 - f. Employment
 - g. Community Resources
 - h. Emotional Maturity
 - i. Communication
 - j. Leisure time activities
3. Transports persons as needed for employment, activities, and appointments; Schedules appointments and keeps track of recurring appointments and activities; Updates transportation log
4. Assures medical, dental, and other needs are met. Guides and assists with personal care needs which may include assisting with bathing, personal hygiene activities, administering medication and applying topical medications, handling catheters, colostomy bags, feeding tubes, and other personal care needs.
5. Maintains records of requested data for the Home, Manager of Comprehensive Provider Networks (MCPNs), and individuals. Completes and retains accident and incident reports.

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Purchases and maintains records of supplies and materials. Assists in the development, maintenance, and implementation of the home's schedule. Administer and document the administering of medications and handles medical appointments and necessary follow-up documentation as requested.

6. Maintains the work and living areas of the home in good order. As directed, performs minor maintenance, housekeeping, and vehicle upkeep.
7. Participates in Home staff meetings, Person Centered Plans (PCPs) as requested, in-service training, etc. Works cooperatively with families, guardians, agencies, etc.
8. If a sleep shift is worked, attend to needs of residents that arise during the sleep period.
9. Performs other delegated or assigned duties from the Home Administrator.

Risk Management:

1. Follows set of clear and easy to follow Standard Operating Procedures (SOPs) for all processes. This may be developed by the Home Administrator and adhered to by DCP.
2. Follows schedule of deliverables for the whole year (daily, weekly, monthly, quarterly, annually, ad hoc). This may be developed by the Home Administrator.
3. Assures the efficacy and sufficiency of the Direct Care Professionals SOPs and Deliverables by periodically having a different DCP execute these.

Qualifications:

1. High school diploma or equivalent.
2. Computer skills necessary to maintain adequate electronic records and to provide reports.
3. Proficient with written and verbal communication skills.
4. Ability to work cooperatively in a multi-programmed service agency and to work independently. Exhibit emotional maturity and sound judgment. Handles confidential information appropriately.
5. Proactive approach to problem solving. Ability to meet deadlines.
6. Must be at least age 18. Have a valid Michigan driver's license and maintain the ability to be insured by COC's insurance carrier.
7. Be able to successfully complete all required Agency training in the required time allotted or provide documentation of previously completed training.
8. Be in good physical health with capability of transferring and/or lifting persons who require physical assistance.
9. Be flexible in his/her work schedule.
10. Capable of handling emergencies.