

<b>Job Title:</b> Direct Care Professional	<b>Posting Date:</b> 7/7/2020
<b>Status / Shift:</b> Part Time / Evenings	<b>Location:</b> Livonia House

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:**

The Direct Care Professional (DCP) assists persons with their daily living activities, personal care and with the implementation of programs of special interest and individualized plans according to needs and preferences. As a Direct Care Professional, you will be expected to participate in the preparation and supervision of daily meals and provide supervision to assure that individuals are safe.

The 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 Community Opportunity Center, Non-Profit Housing Corporation (COC, NPHC) policies and procedures, public acts, rules and regulations under which homes associated with COC operate, including directives and standards set forth by the Detroit Wayne Integrated Health Network (DWIHN).

**Core Relationships:**

- Reports to the Administrator
- Maintains positive and professional relationships with persons served, families, guardians, and Power of Attorney’s (POA’s), corporate personnel, business partners and members of the community

**Job Specific Responsibilities:**

- Assures that applicable COC Policies and Procedures are known and carried out in the house
- Provides individuals supported by COC with instruction in the skill areas of:
  - Self-sufficiency
  - Nutrition, meal preparation / serving and clean-up
  - Physical health
  - Social Development
  - Interdependence
  - Employment
  - Community Resources
  - Emotional Maturity
  - Communication
  - Leisure time activities

- Transports persons as needed for employment, activities, and appointments.
- Schedules appointments and keeps track of recurring appointments and activities
- Keeps transportation log updated
- Assures medical, dental, and other needs are met
- Responsible for the proper administration and documentation of medications
- Responsible for scheduling of medical appointments and necessary follow-up documentation as requested.
- 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.
- Maintains requested data for the Home, Department of Health and Human Services

**Qualifications:**

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