



COMMUNITY OPPORTUNITY CENTER

Our Mission: We promise to help people with developmental disabilities lead meaningful lives by providing quality housing and individualized support

<b>Job Title:</b> Direct Care Professional	<b>Status:</b> Full Time / Part Time / Non-Exempt
<b>Home Locations:</b> Plymouth, Redford, Garden City, Livonia	<b>Hourly Pay Rate:</b> \$16.85
<b>Reports to:</b> Home Administrator	<b>Program oversight provided by:</b> Program manager and Executive Director

**Benefits:**

- Medical, Dental and Vision Insurance
- Paid Training
- Life Insurance
- Paid Time Off
- 401K with company match
- Sign On Bonus

**General Statement of Responsibilities:**

The Direct Care Professional (DCP) assists people with activities of daily living, personal care and community integration to help them develop lifestyles which reflect their preferences and interests.

**Job Specific Responsibilities:**

- ❖ Assures that applicable COC Policies and Procedures are known and carried out in the home.
- ❖ Provides, or when appropriate, offers individuals supported by COC with instruction in the skill areas of:
  - Self-sufficiency
  - Nutrition, meal preparation
  - Serving meals & clean-up
  - Physical health
  - Social Development
  - Employment
  - Community Resources
  - Emotional Maturity
  - Communication
  - Leisure time activities
  - Interdependence
  - Transportation

**Qualifications:**

- 1) Must be at least 18 years old.
- 2) High school diploma or equivalent.
- 3) Have a valid Michigan driver's license and maintain the ability to be insured by COC's insurance carrier.
- 4) Proficient with written and verbal communication skills.
- 5) Complete and maintain all required training.
- 6) Be in good physical health with the capability of transferring and/or lifting persons who require physical assistance.

<b>Curtis</b> 33730 Curtis Livonia, MI (248) 888-0178	<b>GCOM</b> 6337 Central Ave Garden City, MI (734) 425-0203	<b>Livonia (LOH)</b> 31230 Lyndon Livonia, MI (734) 522-5073	<b>Milburn</b> 19415 Milburn Livonia, MI (248) 615-7569	<b>Redford (ROH)</b> 17360 Beech Daly Redford, MI (313) 531-3411	<b>Plymouth (POH)</b> 593 Deer Street Plymouth, MI (734) 455-2669	<b>Friendship</b> 42445 Schoolcraft Plymouth, MI (734) 420-0912
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