

LIBERTY PLACE, INC

Liberty Place, Inc. is an Equal Employment Opportunity Corporation

Title: Direct Care Staff- Advanced

Direct Supervisor: Administrator

Job Summary:

Performs any combination of the following duties in caring for residents in the assisted living facility, consistent with Person Centered Treatment Plans of the residents, and the Policies and Procedures of Liberty Place, Inc. The Direct Care Staff - Advanced personnel is expected to perform all duties in compliance with all state and federal regulations and facility policies as well as other duties as assigned by their supervisor.

It is the policy of Liberty Place, Inc. that the health, safety and welfare of its residents and the provision of a safe workplace be kept as our highest concerns. Safety is the responsibility of everyone in the Liberty Place, organization: staff members, board members, residents and volunteers. It starts with each person taking responsibility for their own personal safety, and the safety and health of one another. (See Safety Program Policy and Procedures)

Requirements:

1. High School Diploma or equivalent
2. Unencumbered driver's license
 - a. Meet all driving qualifications
3. At least 1 year experience working with people with disabilities, and successfully completed Liberty Place, Inc. orientation.
4. Successful completion of background check
5. Must complete and pre-employment Drug screening test and submit to future random Drug and Alcohol tests according to Liberty Place, Inc. policy and procedure and FTA regulations where they apply.
6. Must demonstrate the ability to communicate in English (reading, writing, speaking and comprehension in order to understand, plan and carry out resident care plan).
7. Must participate in monthly Brain Injury Education
8. Must have basic computer literacy skills

Essential Functions:

1. Primary medication assistant
2. Drive residents to and accompany them during medical appointments, errands, and/or activities
3. Assist with ADL's and home programs (Assisting Habilitation Tech, Occupational/Physical Therapy, and/or Speech Language Pathologist)
4. Assist with bathing

5. Assist residents with toileting
6. Assisting with Behavior Plan/ Person Centered Care Plan
7. Training partner to new staff
8. Potential on-call
9. Take vitals on residents
 - a. Temperature
 - b. Blood Pressure
 - c. Pulse
 - d. Respirations
 - e. Weights
10. Conduct self in a professional manner at all times during working hours
11. Make Liberty Place a home-like atmosphere and have fun.
12. Assist specifically assigned residents with program specific needs (one:one)

Duties:

1. Medication orders

Advancement:

This advanced level position encourages additional training and education for potential advancement to a Team Leader

This position will be required to become a Certified Brain Injury Specialist (CBIS) when eligibility criteria has been met.

Job Analysis:

Standing: Remaining on one's feet in an upright position at a workstation without moving about.

Level: Even surface (linoleum, carpet, tile)

Time: 3:00 hours per day

Sitting: Remaining in the seated position.

Level: Casual, flexible, discretionary position

Time: 1:00 hour per day

• Repetition: Occasionally

Walking: Moving about on foot.

Level: Casual, discretionary movement on a matted/even surface (linoleum, carpet, tile, etc.)

Repetition: Frequently

Lifting: Raising or lowering an object from one level to another.

Level: Medium; 50 pounds, maximum, occasional lifting/carrying over 50 pounds or more with assistance.

Time: 2:00 hours per day

Repetition: Occasionally

Pushing: Exerting force upon an object so that the object moves away from the force.

Level: Constant force
Time: 1:00 hour per day
Repetition: Occasionally

Pulling: Exerting force upon an object so that the object moves toward the force.

Level: Constant force
Time: 1:00 hour per day
Repetition: Occasionally

Bending: Bending the body downward and forward by bending the spine at the waist.

Level: Moderate-45 degrees
Time: 4:00 hours per day
Repetition: Frequently

Reaching: Extending the hands and arms in any direction

Level: Both hands and arms
Time: 4:00 hours per day
Repetition: Frequently

Handling: Seizing, holding, grasping, turning or otherwise working with the hand or hands (with or without significant weight resistance).

Level: Both hands and arms
Time: 3:00 hours per day
Repetition: Frequently

Minor Physical Factors

Fingering: Picking and pinching or otherwise working with the fingers primarily.

Level: Both hands
Time: 3:00 hours per day
Repetition: Occasionally

Employee Signature

Date

Administrator/Manager Signature

Date

The above is intended to describe the general content of and requirements for the performances of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements or as a contract for employment.