

## **Direct Care Worker Job Description**

**Qualifications:** You must be at least 18 years of age, in good health physically and mentally, have a high school diploma or equivalent education and/or experience in the field. You must have a valid driver's license and possess a good driving record. You must be of good moral character and have the qualities of patience, compassion, and sound judgment. You must be suitable to meet the physical, emotional, intellectual, and social needs of each individual AHS supports. You must be able to complete required reports and follow written and oral instructions that are related to the care and supervision of the individuals AHS supports. It is required that all employees complete MDCH Part I training, CPR and First Aid training, and any additional training, deemed to be important by the AHS administration or management, due to its relevance in meeting the needs of the individuals AHS supports.

**Essential Job Functions:** The following list is not all-inclusive. The employee may also be asked to perform additional, related business duties as assigned by his or her supervisors.

**1. Ability to supervise, maintain awareness, prioritize, and anticipate the daily living needs of individuals supported by AHS at all times while on shift. This may include assisting an individual with:**

Range of Motion – assisted (moving limbs), unassisted (verbal guidance)  
Language Development – receptive & expressive  
Toileting/Replacement of Undergarments – (may involve lifting and rolling a person)  
Fire Evacuation  
Exercise  
Leisure Activities  
Transferring and Lifting – Pivot, 1-person, 2-person  
Domestic Care Training  
Ambulation – walker, cane, push wheelchair, etc.  
Assistive Technology – computers, hoist lifts, etc.  
Community Activities  
Building strong positive relationships

**2. Ability to safely and legally operate a motor vehicle in order to transport individuals and to meet the needs of their home.**

Safely and legally operate a motor vehicle  
Drive vehicle to meet the needs of the individual(s) and their home  
Assist individuals stepping on and off the vehicle  
Operate a hydraulic lift  
Push wheelchair on and off the lift  
Lean/bend to operate tiedowns  
Complete routine vehicle maintenance checks  
Pump gas

### **3. Ability to Prepare and Serve Food**

Use a microwave and stove

Prepare meals as identified by the individual or menu

### **4. Ability to Perform Environmental Maintenance**

Complete Laundry – collect, sort, wash, dry, fold, put away, iron

Maintain physical plant and property – garden, weed, rake

Move furniture and appliances

Clean Appliances

Use Cleaning Products

Dust

Clean Carpet

Wash Windows

Clean and Sanitize the Home

Grocery Shop

Wash Vehicle

Shovel Snow

Make Beds

Sweep

Vacuum

Mop and Wax floors

Clean Light Fixtures

Clean Baseboards

Load and unload Dishwasher

Hand wash dishes

### **5. Ability to Comprehend and Administer Medications**

Read and transcribe prescriptions

Administer medications (oral, topical, etc.)

Document Thoroughly

### **6. Ability to be Aware of and Prepared to Respond in an Emergency Situation**

Be knowledgeable of and respond to emergency situations (Fire, Tornado, etc.)

Be alert and aware of surroundings

Assist in evacuations

Perform a blanket drag & Use a fire extinguisher

Be certified in and able to perform CPR & First Aid

Implement infection control

Follow AHS Disaster Plan

**7. Ability to Complete Required Reports and Follow Written and Oral Instructions that are Related to the Care and Supervision of the Individuals AHS Supports**

Be able to read and write in pertinent areas needing documentation and/or data collection.

Feeding Guidelines – assist in drinking, eating, tube feeding

Behavior Guidelines – reinforcing, redirecting, and intervening physically

Self Care Guidelines – brush teeth, bathing, etc.

OT & PT Guidelines

**8. Ability to Maintain Professional Behavior and Appearance**

Have a helpful, caring, positive demeanor

Wear proper work attire – high standards of neatness, cleanliness, and personal hygiene

Be an effective role model

Communicate clearly

Be honest and trustworthy

Work as a team member with co-workers

**9. Ability to Arrive to All Scheduled Shifts Timely**

Be punctual and arrive to your shift on time

Attend staff meetings, training and special in-services

Work overtime, if necessary

**10. Ability to Advocate for Individuals Supported By AHS**

Protect individuals from harm, of any kind.

Report suspected abuse/neglect to the proper authorities immediately.

Maintain effective relationships w/neighbors & community service providers.

Help integrate the individuals into their neighborhood and community.

Maintain confidentiality at all times.

Name: \_\_\_\_\_ Date: \_\_\_\_\_