

**Title:** Direct Care Staff- Standard

**Reports to:** Administrator

**Job Summary:**

Performs any combination of the following duties in caring for residents in the assisted living facility, consistent with the Person Centered Treatment plan for individuals in service, and Policies and Procedures of Liberty Place, Inc. The Direct Care Staff - Standard position 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 to the safety and health of one another. (See Safety Program Policy and Procedures)

**Requirements:**

1. High School Diploma or equivalent
2. Successful completion of background check
3. 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.
4. Experience working with people (experience may be volunteer)
5. Must demonstrate the ability to communicate in English (reading, writing, speaking and comprehension in order to understand, plan and carry out resident care plan).
6. Must participate in monthly Brain Injury Education

**Essential Functions:**

1. Assist in resident with ADL and home programs
  - a. Physical Therapy
  - b. Occupational Therapy
  - c. Speech Language Pathologist
2. Assist resident in showering
3. General kitchen functions
  - a. Meal preparation
  - b. Cooking meal
  - c. Cleaning up after meal
4. Secondary medication assistance

- a. Reinforce resident knowledge
5. Training partner to new staff
6. Housekeeping
7. Supportive Care for increasing physically dependent residents

**Facility Duties:**

1. Food Orders

**Advancement:**

This position encourages additional training for potential advancement to Advanced Level Position

**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/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

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Employee Signature

Date

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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.*