

Job Title: Direct Care Staff- Entry Level

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 Plans of the individuals in service, and the Policies and Procedures of Liberty Place, Inc. The Direct Care Staff - Entry Level 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. Successful completion of background check
2. 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.
3. Experience working with people (experience may be volunteer)
4. Must demonstrate the ability to communicate in English (reading, writing, speaking and comprehension in order to understand, plan and carry out resident care plan).
5. Must participate in monthly Brain Injury Education

Job Responsibility:

1. Assist with overall cleanliness of building
 - a. Dusting
 - b. Mopping
 - c. Vacuuming
 - d. Cleaning bathrooms and shower rooms
2. Assist with kitchen preparation
3. Laundry of facility and assistance to resident laundry
4. Assist staff with ADLs and showering routine of residents
5. Equipment Care
 - a. Wheelchair
 - b. Walkers

- c. Exercise Equipment
- d. C-Pap machines

Advancement:

This is an entry level position, through training and working within the facility, there will be opportunity to orient / advance to a Direct Care Staff- Standard, if all requirements are 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 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.