

WAIVER HOME CLIENT DSP - Revised 12/09

REPORTS TO: Waiver Home Lead Staff, Waiver Homes Coordinator, or Senior Director of Services/Corporate Compliance Officer

SUPERVISES: No One

JOB OBJECTIVES: Responsible for providing necessary assistance for daily living activities for physical dependency needs of individuals with disabilities.

STATUS: Non-exempt - refer to personnel policies for detailed explanation.

ESSENTIAL JOB FUNCTIONS:

- Provide direct assistance with daily living and personal adjustment; and incidental household maintenance; provide direct assistance and relief to families;
- Provide assistance with mobility, e.g. transfer between bed and chair;
- Report changes in the individual's condition and needs;
- Supervise individual needing assistance/care;
- Many clients served are unable to stand, walk, or bear weight and need assistance which could require physically lifting or transferring. Some clients may be wheelchair bound;
- Provide behavioral intervention as needed, which may include dealing with behaviors of different levels of intensity;
- Assist with incidental household maintenance;
- Assist with medications that are ordinarily self-administered, if necessary;
- Provide assistance with completing essential chores such as: housekeeping, other errands essential to housekeeping, prescription pick-up, meal preparation/nutrition, shopping, including planning and putting food away;
- Accompany and assist individual in accessing community resources, doctors appointments, shopping and related activities; may require driving to/from;
- Assist with extension of therapy services, ambulating and exercise;
- Provide assistance with correspondence and bill paying;
- Assist with household services essential to health care at home or performed in conjunction with assistance in daily living or respite care;
- Assist with personal maintenance, e.g. grooming, bathing, dressing, etc.;
- Provide assistance with yard clean-up which is defined as lawn mowing, raking and snow removal;
- Complete required reports, records and paperwork;
- Perform and provide CPR and first aid as needed;
- Serve as client advocate to ensure clients' civil and human rights are protected;
- Attend and participate in agency and job-related meetings and training;
- Follow JRDS Client Information Privacy & Security policies & procedures;
- Follow JRDS Personnel Policies & Procedures

CRITICAL SKILLS/KNOWLEDGE/ABILITIES:

- Ability to effectively communicate verbally and in writing with supervisor, board members, co-workers, clients and the general public;
- Ability to maintain effective, cooperative and productive work relationships;
- Responsible for maintaining and completing appropriate records and reports for federal, state and regulatory requirements;
- Attend and participate in agency/job-related in-service, training, meetings;
- Ability to establish and enforce standards for self and clients;
- Ability to develop and implement ideas with supervisory approval;
- Ability to compose, complete, and maintain required paperwork;
- Ability to effectively request and maintain agency materials/equipment;
- Ability to perform and provide CPR and first aid;
- Ability to effectively prioritize work;
- Ability to anticipate problems and initiate corrective action;
- Ability to make practical application of policies/procedures to assigned tasks;
- Ability to legally and safely operate a motor vehicle.

JOB STANDARDS: High school equivalent. Must have successfully completed the Aged and Disabled Waiver training module for attendant care or other applicable training from a qualified provider agency or have previous experience as an aide in a home health agency, hospital, long term care facility, or in serving people with developmental disabilities. CPR and First Aid certification required. Must be free of communicable disease and submit to Mantoux (TB) testing prior to beginning employment. Must be willing to receive training in aggression management/crisis intervention. Excellent work references required.

EQUIPMENT: Ability to operate office equipment, including fax, copier, telephone, two-way radio, calculator, other office equipment. Must be able to legally and safely operate a motor vehicle, including wheelchair lift van.

RESPONSIBILITY: Work is assigned by supervisor and may consist of detailed instructions. Assignments are usually carried out using standardized procedures. When guidelines do not exist, good judgment should be exercised in selecting and adapting methods/procedures to fit unusual or complex situations, and supervisor is to be advised/consulted on concerns about new/unique tasks. Essential job functions (expectations) are subject to change per state regulations and/or client or program needs.

HEALTH AND SAFETY: Employee is to assure health and safety of self and others by following all applicable agency policies, laws, and regulations. The following policies apply: posted health and safety policies, Universal Precautions, Emergency Action Plan; however, this list is not all inclusive and may be changed as required. All staff are evaluated on health and safety, and will be disciplined for violating policies. Employee is to participate in required training, which may include appropriate agency drills (i.e. fire, tornado, evacuation, etc.).

PERSONAL RELATIONSHIPS: Duties are performed alone or directly with clients, client families, supervisor, co-workers, and the general public in a cooperative effort in achieving objectives and answering questions.

Signatures below indicate review of the job description

Employee

Date

Supervisor

Date