

JOB DESCRIPTION

Job Title/Assignment

Job Title: Direct Care Staff/Certified Nurse's Aide
Job No. 010: (Issued 4/29/99 – Revised 10/1/04)
Reports to: FM/LS/QMRP

Overview of the Position

The Direct Care Staff/Certified Nurse's Aide will work with individuals with developmental disabilities in a community based residential facility (ICF/DD-H & ICF/DD-N) performing a variety of functions as assigned by the Facility Manager, Lead Staff and QMRP/Administrator. Fingerprint clearance and successful completion of a physical examination and drug/alcohol tests are required. The Direct Care Staff/Certified Nurse's Aide must be at least 18 years of age and have graduated from high school or completed requirements of the G.E.D. Experience working with individuals with developmental disabilities is preferred.

The Direct Care Staff /Certified Nurse's Aide of the ICF/DD-H and ICF/DD-N facilities is responsible for providing care and training to the clients in the facility. Direct Care Staff report to and are supervised by the Facility Manager.

The Direct Care Staff work as a team to meet the needs of the clients over the course of a twenty four (24) hour day. The duties of the Direct Care Staff are assigned by shift. However, it is expected that shifts will work together in a cooperative effort to meet the needs of the clients and the facility.

The Certified Nurse's Aide performs all functions of the position of Direct Care Staff. Certification in the position is preferred, with a salary scale differential applied to currently state licensed Certified Nurse's Aides.

Degree of Supervision

High

Educational/Vocation Preparation

Education/Training

1. Graduate from a state approved Certified Nurse Aide program preferred.
2. Current American Heart Association or Red Cross Basic Life Support certification.
3. High School diploma or GED certificate or equivalency.

Work Schedule

The normal work schedule for a full time employee varies from 8.00 to 12 hours per day 5 days per week. Exact schedules are assigned by management. Part time employees usually work 30 hours or less per week on a regular work schedule. It is the attendance standard of the employer, that all employees be present and on time each shift they are scheduled to work. Full or partial absence during any scheduled shift, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

Knowledge

Knowledge of developmental disabilities, clients' rights, active treatment and program planning is preferred.

- a) Ability to relate and work effectively with others
- b) Demonstrate skill in verbal and written English communication
- c) Ability to follow through on verbal and written instructions; sense of integrity in use of time
- d) Commitment to institutional standards, policies and departmental philosophy

- e) Willingness to participate in goal setting and educational activity for personal professional development
- f) Desire and potential for growth in skills and knowledge related to practice
- g) Self-direction and motivation
- h) Discretion in maintaining work-related confidentiality

Experience

One-year experience in the care of the developmentally disabled in similar environments is preferred.

Physical Demands

Endurance-Moving About: Constantly (2/3 or more of the time).

Move from location to location within and about the facility

Endurance-Overall Strength: Medium work.

Exerts force and/or lifts or carries objects weighing 20 to 50 pounds occasionally, 10 to 25 pounds frequently, and/or greater than negligible amounts up to 10 pounds constantly.

Standing: Periodic - Does not occur on every shift.

Remain on feet in an upright position at a workstation without moving about.

Walking: Frequently. (1/3 to 2/3 of the time).

Move about on foot.

Sitting: Occasionally. (up to 1/3 of the time).

Remain in a seated position.

Lifting/Carrying: Occasionally. (up to 1/3 of the time).

Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.

Pushing/Pulling: Occasionally. (up to 1/3 of the time).

Push by exerting force on an object so that it moves away from the force or worker (including slapping, striking, kicking, and treadle actions); and/or pull by exerting force on an object so that it moves toward the force or worker (including jerking).

Bending/Stooping: Occasionally. (up to 1/3 of the time).

Stoop by bending the body downward or forward by flexing the spine at the waist, and/or bend by extending the spine backward or from side to side.

Kneeling/Crouching: Occasionally. (up to 1/3 of the time).

Kneel by bending the legs at the knees to come to rest on the knee or knees, and/or crouch by bending the body downward and forward by bending the legs and spine.

Reaching: Frequently. (1/3 to 2/3 of the time).

Extend the hands and arms in any direction.

Handling: Frequently. (1/3 to 2/3 of the time)

Seize, hold, grasp, turn, or otherwise work with the hand or hands (fingering not involved).

Fingering: Occasionally. (up to 1/3 of the time).

Pick, pinch, or otherwise work with the fingers primarily (rather than with the whole hand or arm, as in handling).

Feeling: Periodic. Does not occur on every shift.

Perceive such attributes of objects and material as size, shape, temperature, or texture by means of receptors in the skin, particularly the fingertips.

Rotation: Occasionally. (up to 1/3 of the time).

Twist and turn the spine or a ball and socket joint such as the shoulder or hip.

Talking: Constantly. (2/3 or more of the time).

Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.

Hearing: Constantly. (2/3 or more of the time).

Perceive the nature of sounds by the ear.

Seeing: Constantly. (2/3 or more of the time).

Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.

Environmental Conditions

Location: Inside

Work is predominately inside and generally provides protection from weather conditions.

Wet Conditions: Occasionally. (up to 1/3 of the time).

Endure contact with water or other liquids during normal household tasks and/or assisting consumers with hygiene tasks.

Toxic Conditions: Periodic. Does not occur on every shift.

Endure exposure to general household cleaning liquids that cause general or localized disabling conditions as a result of inhalation or action on the skin.

Learning Development Demands

Psychological Requirements

1. Demonstrated ability to work and function with persons with developmental disabilities and their families.
2. Demonstrated ability to maintain an appropriate level of emotional control with all client groups; make appropriate safe decisions in critical situations.
3. Have the ability to separate personal life from work situation and requirements.
4. Have the ability to maintain attitude situationally appropriate; trustworthy, friendly, cooperative, supportive of good customer satisfaction.

Client/Age Specific Contact

Can develop and provide delivery of appropriate active treatment programs for all ages (children, adolescents, young adults, adults).

Reasoning: General.

Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form, deal with problems involving several concrete variables in or from standardized situations.

Mathematical: Minimal.

Add and subtract two digit numbers. Multiply and divide 10's and 100's by 2, 3, 4 or 5. Perform the four basic arithmetic operations with coins as part of a dollar. Perform operations with units such as cup, pint and quart, inch, foot and yard, and ounce and pound.

Reading: Basic English.

Read a variety of materials such as magazines, atlases, encyclopedias, safety rules, policies, instructions, physician orders, and methods and procedures.

Writing: Basic English.

Write compound and complex sentences, using cursive style, proper end punctuation, and employing adjectives and adverbs.

Speaking: Basic English.

Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variations in word order, using past, present and future tenses.

Temperament Requirements

Controlled Tasks:

Perform tasks only under specific instructions; allowing little or no room for independent action or judgment in working out job problems.

Interpersonal:

Demonstrate willingness to allow interpersonal relationships in job situations beyond receiving work instructions.

Decisive:

Solve problems, make evaluations, or reach conclusions based on subjective or objective criteria, such as the five senses, knowledge, past experiences, or quantifiable or factual data.

Relationship Requirements

Data: Compiling

Gather, collate, or classify information; report and/or carry out a prescribed action in relation to the information.

People: Serving

Attend to the needs or requests of people or the expressed or implicit wishes of people; immediate response is involved.

Category of Risk for Blood borne Pathogens Exposure

Category I – **High Risk**

Job classification in which health care workers have the highest risk of occupational exposure to blood borne pathogens.

It is expected that in addition to the specific duties outlined below, that all personnel comply with all relevant corporate policy.

Position Responsibilities

It is expected that in addition to the specific duties outlined below, that all personnel comply with all relevant corporate policy.

Responsibilities/Duties

General Duties:

1. Direct Care Staff shall perform duties as directed by posted duty list and direction from the Facility Manager, Relief Facility Manager and/or QMRP/Administrator.
2. Direct Care Staff shall be responsible for following an active treatment plan and implementing goals and objectives from Individual Service Plans and/or Nursing Care Plan.
3. Direct Care Staff shall be responsible for knowing consumer's Program Plans and Activity Schedules.
4. Direct Care Staff shall document on all required areas within the medical record and program book for following through with treatment and data collection.
5. Direct Care Staff shall, within 90 days, become medication certified, CPR certified, successfully pass the active treatment competency test and have a successful 90-day evaluation.

6. Direct Care Staff shall attend required in-service training and staff meetings to further their knowledge of programs and operations of the facility.
7. Direct Care Staff shall have performance evaluations completed at three months and annually thereafter unless otherwise deemed necessary by facility supervisor. Successful evaluations are necessary for continued employment.
8. Direct Care Staff will complete housekeeping assignments within the facility.
9. Direct Care Staff will conduct themselves in a safe, orderly manner at all times to ensure ongoing safety conditions for consumers and staff.
10. Direct Care Staff shall care for equipment and maintain supplies in the facility.
11. Direct Care Staff will complete IDN Summary, Skill Training Records and Behavior Data Summaries. Complete ID Notes if necessary.
12. Direct Care Staff will complete laundry, fold and put away as needed.
13. Direct Care Staff shall perform other duties as designated by management.

**DIRECT CARE STAFF /CERTIFIED NURSE'S AIDE
DUTIES AND RESPONSIBILITIES
MORNING (A.M.) SHIFT DAILY JOB DUTIES-**

Client Care

1. Read the communication book at the beginning of your shift.
2. Get clients up; bathe, wash hair, shave per schedule, dress, and groom.
3. Serve breakfast and supervise meal.
4. Prepare clients for day program in or out of the facility; toilet, wash hands and face, brush teeth, brush hair, etc.
5. Provide special care as needed for each assigned client.
6. Pass medications and complete treatments as assigned.
7. On school/program days, supervise bus loading. Aids must be with clients until they are loaded on the bus.

**DIRECT CARE STAFF /CERTIFIED NURSE'S AIDE
DUTIES AND RESPONSIBILITIES
AFTERNOON (P.M.) SHIFT**

Daily Job Duties

Client Care

1. Read the communication book at the beginning of your shift.
2. Supervise bus unloading. Aids must go out to the buses as they arrive and accompany clients into the facility.
3. Toilet clients per schedule. Change clothes as needed.
4. Serve scheduled snacks and dinner meal and supervise clients.
5. Prepare clients for afternoon and evening programming.
6. Prepare clients for bed; bathe and wash hair per schedule, brush teeth, dress in nightclothes, put to bed.
7. Wipe off wheelchairs and equipment after meals, snacks, programming and at bedtime.
8. (Includes glasses, hearing aids, and braces.)
9. Pass medications and complete treatments as assigned.

Programming

1. Conduct the training program per ISP objectives.
2. Follow program schedule for the day's activities.
3. Supervise clients at all times. Aids must be with their assigned clients while on duty. When leaving for breaks, be sure that another staff person is with your assigned group.

NEVER LEAVE CLIENTS ALONE!**Housekeeping**

1. Clean the kitchen/dining area as follows:
 - a. Unload dishwasher from AM as needed; after dinner, clear and wipe tables; rinse dishes; load and run dishwasher-, wipe counters and stove; hand wash pots and pans; sweep floor.
(Note: kitchen clean up should be done with clients where it is part of their program or after clients are in bed, at the end of the shift It cannot interfere with clients care and programming.)
2. Clean living room/program area as follows:
 - a. Wipe tables and sweep floors after meals and programming; pickup and store equipment, client belongings, miscellaneous items.
3. Clean bathrooms as follows:
 - a. After evening bathing, rinse tub/shower and sink; clean potty chairs, toilet seats, shower chairs; wipe up water from floor, clean and store client care kits; fill towel, soap and toilet paper dispensers as needed.
4. Straighten bedroom as follows:
 - a. Pick up soiled towels and clothing and transport to the laundry in a covered container.

Dietary

1. Complete preparation of the evening meal and serve.
2. Prepare and serve snacks as schedules.
3. Note food substitutions on the posted menu.

Laundry

1. Complete and store laundry from the AM shift
2. Stock bathrooms with towels, washcloths, diapers and pads for evening baths.
3. Load towels and clothing in washers and start laundry. Laundry is to be done after clients are in bed. If laundry facilities are away from the living unit and only one person is on duty, laundry should be left for the AM shift. **CLIENTS ARE NOT TO BE LEFT UNATTENDED AT ANY TIME!**

Record keeping

1. Chart BM's. Observations, seizures, incidents and programming.

Weekly Job Duties**Housekeeping**

1. Wash outdoor trashcans.
2. Change bed linens.
3. Clean client closets and drawers.
4. Wipe all doorframes, doors, and woodwork in bedrooms.
5. Check draperies; attach to/replace hooks as needed.
6. Wipe shelves and floor in storage areas.
7. Hose patio, porch, walkways, and outdoor furniture.

Monthly Job Duties**Housekeeping**

1. In bedrooms, disinfect washable mattresses; clean walls; clean inside windows; wash and replace blankets and bedspreads; clean light and vent covers.
2. In bathrooms that are accessible only through client bedrooms, clean light and vent covers. (Other vents done by NOC shift)

**DIRECT CARE STAFF /CERTIFIED NURSE'S AIDE
DUTIES AND RESPONSIBILITIES
NIGHT (NOC) SHIFT**

Daily Duties

1. Read the communication book at the beginning of your shift.
2. Toilet clients and change diapers as scheduled through the night.
3. Make nightly rounds to check all clients every two (2) hours or as directed.
4. Get clients up per schedule and follow the duties of AM shift until the end of the scheduled NOC shift.

Added Duties for NOC Shift:

1. The Direct Care Staff NOC shift will place forms, ID Summary, ID Notes, Quarterly/Monthly Summaries, Physician Orders, Activity/Outing Notes, ABC's, etc., daily as needed in consumer record.
2. The Direct Care Staff NOC shift will place new ID Summary Sheets, IDN, Behavior Data Summaries, Skill Training Records, Incontinence Records, etc., in Program Books/consumer records on the 26th of each month.
3. The Direct Care Staff NOC shift will remove previous months ID Summary sheets, Behavior Data Summary, etc., and file on the first of each month.
4. The Direct Care Staff NOC shift will complete consumer census daily.
5. The Direct Care Staff NOC shift will report and check items on menu for next day and for lunch the following day, and submit list of needed items to management for follow up.
6. The Direct Care Staff NOC shift will check Skill Training Record, Behavior Data Summary, ID Summary, etc., daily. Note and report any inconsistencies daily on staff communication book.
7. The Direct Care Staff NOC will check med rand and report any inconsistencies daily.
8. The Direct Care Staff NOC shift will check water temperatures, refrigerator and freezer temperatures daily. Report any discrepancies to management.
9. The Direct Care Staff NOC will check daily if body checks were completed; check on Sunday NOC if body checks and vitals were completed.
10. The Direct Care Staff NOC will check smoke detectors and door alarms, if applicable, daily in the AM. Record findings on staff communication log.
11. The Direct Care Staff NOC shift will ensure that food (s) are covered, dated and labeled. Check for food odors and cleanliness.
12. The Direct Care Staff NOC shift will check emergency/disaster supplies on Sunday night. Report needed items.
13. The Direct Care Staff NOC shift will thaw meat as required.
14. The Direct Care Staff NOC shift will make rounds at least every hour to observe consumers.
15. The Direct Care Staff NOC shift will check medication cabinet and report low/needed supply.

Programming

1. Follow the duties of the AM shift for programming when working with the clients.

Housekeeping

1. Clean the kitchen/ding area as follows:
 - a. Complete kitchen clean up from dinner as needed; unload dishwasher and store dishes and utensils; wipe large and small appliances; straighten refrigerator, freezer, cupboards and pantry: cover and label foods as needed; wipe of counters and stove top after food preparation; scour sink; discard spoiled food; wash tables and chairs; mop floor, empty trash; wash trash cans.
2. Clean living room/program areas and hallways as follows:
 - a. Wipe/dust furniture; sweep/mop floors; vacuum; buff floor twice weekly if equipment is available; wipe window sills; check draperies and reattach or replace hooks as needed.
3. Clean bathrooms as follows:
 - a. For bathrooms accessible during sleeping hours, clean toilet, sink, tub/shower, potty chair, toilet seat, shower chairs and curtains; sweep and mop floors; pick up clothing and tow a as needed-, empty

- trash and wash trash cans; check client care kits and restock and mark or remark all items with clients name as needed; clean mirrors; fill paper towel, soap and toilet paper dispensers as needed.
4. Clean laundry room as follows:
 - a. Wipe counters; wipe inside and outside of washer and dryer', clean filters; sweep and mop floor, store supplies; empty trash; wipe out clothes carts/bins or change disposable liners.
 5. Clean storage areas as follows:
 - a. Organize and straighten supplies and equipment; unpack and store new supplies (e.g. diapers, pads, cleaning supplies, client personal care items).
 6. Follow housekeeping duties for AM shift until the end of the scheduled NOC shift.

Dietary

1. Prepare menu items to include baked goods, desserts, molded or non-lettuce salads, casseroles (prepare so they are ready to bake at lunch or dinnertime) and miscellaneous menu items as directed.
2. Prepare breakfast meal.
3. Prepare sack lunches on school/program days.
4. Note food substitutions on posted menu.

Laundry

1. Complete PM laundry; fold clothes; store linens.
2. When clients wake up in the morning take clothing to bedroom.
3. Stock bathrooms with towels and washcloths for AM bathing.
4. Iron clothing as needed.

Record keeping

1. Chart BM's, observations, seizures, incidents and programming as directed.

Physical/Plant Equipment

1. Check for needed repairs and complete maintenance request forms.
2. Check light bulbs and replace as necessary.
3. Wash all client wheel chairs, walkers and other equipment.

Weekly Job Duties

Housekeeping

1. Disinfect counter tops; clean stove top, hood, microwave.
2. Clean out and wash inside of refrigerator, including drawers and ice trays.
3. Wipe baseboards; wash cabinets, inside and out clean and wipe out drawers'
4. Wipe off doors, handles, and doorframes.
5. Dust draperies and rods, replace hooks.
6. Wash floors and shelves in storage areas.

Monthly Job Duties

Housekeeping

1. Clean light covers and vents.
2. Clean oven and broiler.
3. Clean out, wash and (if necessary) defrost freezer.
4. Clean inside of windows (except in bedrooms where clients are asleep' These are done on AM shift)

Quarterly Job Duties

Housekeeping

1. Strip, clean and re-wax floors; buff where equipment is available.

Dietary

1. Rotate disaster food supply per House leader's instruction.

Acknowledgment

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of Employment of any type. Employment is "at-will" and may be terminated at any time by the employee or employer with or without cause or notice.

I have read, understand, and acknowledge the contents of this document.

Signature

Date