



Social Health Services Group, Inc.

9160 Rumsey Road, Suite B-1, Columbia, MD 21045

☎ Tel: 410-381-1114 ☎ Fax: 410-381-2650 ☎ Website: www.shsginc.org ☎ E-Mail: humanservices@shsginc.org

JOB DESCRIPTION

Job Position: Direct Support Staff

Supervision: Program Coordinator/On Call Administrator

- Qualifications:**
- A valid Maryland driving license with less than 02 points on driving record at all times
 - A high school diploma
 - One year of experience of working with individuals with developmental disabilities
 - Commitment to work with individuals with developmental disabilities
 - Leadership qualities
 - Ability to write well
 - Good communicate skills
 - Positive work attitude

Responsibilities:

Under the direct supervision of a Program Coordinator who monitors the individuals, their programs and services, all Direct Support Day/Evening/weekend Shift Staff have the following responsibilities:

1. The Direct Support Staff works a minimum of eight hours a day - or a modified time schedule (Monday through Friday and weekends). They take responsibility for maintaining the home, supervising the individuals in the home, completing paperwork, and keeping a communication link among other staff, supervisor, and other administrators on a regular basis.
2. The staff makes sure that the home is in excellent condition at all times and meets the state required standards.

Some of the specific responsibilities that surround maintaining the home will be: vacuuming carpets daily; cleaning floors and bathrooms; cleaning all appliances such as - the oven, microwave, toaster, dishwasher, refrigerator, washer and dryer; dusting - windows, doors, furniture, television sets, blinds and curtains; organizing furniture in the house; organizing individuals' belongings such as their clothes, shoes, accessories etc.; reporting repair work to property manager; picking up trash from inside the home and outside the home; reporting any damage to home and agency property including vehicles; careful use of - gas, electricity, and water; and not bringing any personal items to the ALU.

3. Ensures: individuals are fed on time with cooked food according to menu; individuals are clean, groomed, and dressed appropriately while at home, and that individuals wear proper clothes that suit the season while outside on activities such as - appointments, parties, church or family visits; that groceries are purchased always with individuals at the scheduled time every week, and makes sure that sufficient groceries and supplies last for the entire week; that individuals' menu is updated every week; and that individuals engage in sufficient activities according to the current Activity Schedule.
4. Ensures that individuals and all other staff including AWON, week-end staff and substitute staff meet weekly in a house meeting, at a convenient time arranged by the House Manager to discuss activities and concerns. Meeting minutes should be taken. Makes sure that individuals are supervised at all times for their safety. Ensures all incidents are reported immediately to the supervisor, followed by an incident report, and that the Incident Reporting Policy of the agency is strictly followed.
5. That staff is aware and knowledgeable about all individuals' IPs, which include: their goals; short-term objectives; interests and preferences; outcomes; steps to achieve goals; how to implement their objectives; individuals' Behavior Plans; all related services - including all medical services; individuals' behaviors; their diagnoses; medications; diet; special conditions; day programs; schools; service coordinators; case workers; family contacts and all emergency contact persons.
6. That the staff members are thoroughly aware/ knowledgeable about the Nursing Initial Evaluation of individuals, and their Initial Care Plan, including all 45 day follow-up reviews of the care plans; individuals' weight change; diet change; medication change; and change in any services including medical services. All documents should be read and signed by staff.
7. The staff must conduct a three point check of individuals' medications, PMOF, and medication labels, and ensures other staff does the same to assure proper administration of medication to all individuals. Ensures: the medication cabinet is always organized, locked at all times, discontinued medications are removed, books are arranged and that the medication policy and protocol is followed by all staff working in the home. Ensures that at all times, any medication errors are reported to the Delegating Nurse. Makes sure that all health-related issues are discussed with supervisor at all times, and that any reportable matters according to the medication administration manual, are reported to the delegating RN in a timely manner.
8. Ensures that all paperwork related to all of the individuals and the home is completed on time. The House Manager makes sure that the other staff members in the home complete their paperwork on time.

The paperwork that needs to be completed will include (but is not limited to): Activity Schedule; Updated Menu per individual; IP goals and their data sheets; Behavior Plan and their data sheets; Daily documentation; Change of Shift form properly handed over and received at every shift; Fire Drill form; Seizure Records; Weight chart and all other charts; MARs; Incident reports; Individual Attendance Form; Leave Forms; Grocery receipts; Individuals' money receipts; Mileage log; and any other documents. Make sure that all required forms requested from the supervisor are completed, and that they are available at all times in the home for all staff. All paperwork should be collected and placed in a bag, so that they can be picked up by the supervisor or on call administrator, every week, the first of the month or when required.

9. Ensures: that the agency vehicle that is assigned to the home is maintained well according to the agency vehicle policy; makes sure that the vehicle has gas in it; the mileage log is completed by all staff; that the agency vehicle is driven based on the Activity Schedule for individuals and their appointments; that the agency vehicle is not misused by any staff working in the home. Misuse includes (but is not limited to): personal use of the vehicle; rough use of the vehicle; eating, drinking and smoking inside the vehicle; and not reporting any damage to vehicle.
10. To ensure that safety measures in the home are always taken: such as checking water temperature at the beginning of all shifts - it should not be more than 110 degrees at all times; making sure that other staff members also check the water temperature during their shift; monitoring individuals bathing or showering procedures; performing monthly fire drills for all individuals - follow individualized evacuation plans and documenting how the drill went on the Fire Drill form; making sure that individualized evacuation plans are in place; make sure that all smoke detectors are in good working condition; that there are no exposed wires, broken furniture, broken glass, doors, windows, light bulbs, etc. in the home; make sure that restricted items such as knives, sharp objects, cleaning items, etc. for some individuals are either kept away or locked up according to the Behavior Plan or protocol; that door alarms and/or window alarms for individuals are working; if applicable, that circuit breakers are off for individuals who have fire setting behavior; that body searches are done and documented for those individuals whose IP requires staff members to conduct them; that individuals who smoke are always within eye sight and supervised by the staff; that matches and lighters are not accessible to those individuals who are restricted from using them; that individuals wear seat belts in the vehicle; that additional staff members accompany the driver, for those individuals who have disruptive behavior in the vehicle; and that all other additional safety measures given to the staff are followed, based on changing behaviors of individuals according to their IP.
11. The staff will ensure that all books and documentation on each individual is current and always updated. These include: the Medication Book; IP book with IP and data sheets; Communication Folder with current data only; OSHA Plan book that is read and signed off by all staff; Personnel Policy book; Free Time log for those individuals who use free time according to their IP; if applicable, daily individual documentation books, etc., are in place and all current documents are filed properly in each folder; any outdated documents are discarded from folders on time.
12. The staff will ensure that the home has the following items (but not limited to): proper utensils - pots and pans, spoons and forks, knives; vacuum cleaner and its bags; trash cans with lids and trash liners; OSHA kits; light bulbs; curtains and blinds on windows; flashlight; first aid kit; stationery items; batteries for flash light; detergents; floor mops, and toilet paper.
13. The staff will make sure that all individuals have the following: seasonal clothing, and that they wear only current and appropriate seasonal clothing - previous seasonal clothing are stored in foot lockers; individuals have personal hygiene items; a thermometer; nail clipper; two pillows; two bed sheets; two bed covers; blankets; towels, and washed clothes. The equipment for some individuals such as: a helmet, walker, wheelchair, electric bed and any supportive devices for maintaining health and safety, must be well maintained, and are in place according to the orders of doctors.

14. That the staff member is familiar with: individuals' day programs; day activities; medications taken during the day programs; contact persons; transportation contacts; lunch requirements; early dismissal procedures; holidays and program closure dates, bus schedule, and all incidents.
15. That the staff ensures the daily documentation of individuals' progress data to administrators; attends major meetings on the individuals; and be part of individuals IP meetings held throughout the year.
16. That the staff attends other required meetings; works overtime when asked; communicates with other staff on a daily basis; oversees activities on weekends, and reports any deficiencies to supervisor.
17. That the staff takes initiative in organizing and participating in special functions for individuals such as: Christmas and holiday celebrations, company anniversary celebration, etc. The House Manager arranges birthday parties for individuals every year and takes lots of pictures. They also arrange home visits, vacations, and any other special functions.
18. Direct Care Staff members take all DDA mandated trainings; are trained on Medication Administration; CPR/First Aid; and are trained on all specialized needs as required.
19. That the staff occasionally takes on additional responsibilities, such as making sure that individuals attend all medical appointments when required - sometimes during morning hours when a day shift staff member is not scheduled to work.
20. That the staff member is assigned other responsibilities, when it is required, besides the responsibilities mentioned above.