

Alleghenies Unlimited Care Providers

Job Description

Job Title: Floating Direct Care Worker
Department: Service Provision
Reports To: Service Provision Supervisor
FLSA Status: Non-exempt
Prepared By: Human Resources
Prepared Date: April 2001; Rev. April 2002; Rev. November 2005; Rev. April 2014; Rev. Jan 2016

SUMMARY

The Floating Direct Care Worker is responsible for providing in-home personal care in daily living tasks as outlined by an Individual Service Plan of individuals, who are physically disabled, mentally alert or mentally challenged.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides back-up and emergency personal care services according to assigned schedules and service plan content, including but not limited to transferring, bathing, toileting, dressing, grooming, meal preparation, feeding, housekeeping, errands, and emergency response. Health maintenance, bowel programs, non-skilled maintenance wound care, assistance with instrumental activities of daily living, and other health maintenance activities may also be performed per state regulations.
- Mobility assistance which may include travel outside the home for shopping and medical appointments.
- Observation and reporting of the consumer's condition to the Agency.
- Professional and confidential communication with the Agency and the consumer's family.
- In-office clerical tasks including but not limited to; filing, data entry, copying, answering the telephone and fill-in temporary Service Provision Specialist tasks as required.
- Meets with and maintains phone contact with SP Supervisors
- Attending staff meetings and participation in Agency committees and events
- Completion of periodic training programs
- Providing cross-training to other employees
- Flexible availability to include evening, weekends, and holidays with shift rotation ranging from 5:00 am to 12:00 am.
- Other duties as assigned by a supervisor

Knowledge, Skills, and Abilities:

- Skills in providing services for individuals with special needs with a positive approach and in a manner consistent with person centered care.
- Ability to work as part of a team and positively represent the Agency in the community.
- Must have patience; good communication skills; math, reading and writing skills.
- Adherence to a professional code of ethics and confidentiality, recognizing the rights of consumers.
- An understanding of mission driven business practices and a commitment to quality standards.

Minimum Qualifications:

- Must be at least 18 years of age.
- High school diploma or GED preferred.
- Must complete agency personal care training.
- Must be able to perform all duties listed in assigned Individual Service Plans.
- Possession of a valid driver's license and access to a private vehicle for day-to-day job performance.

- Flexibility in days and hours available for scheduled work, including evenings, weekends, and holidays.
- Must submit to a pre-employment, annual, random, and for cause drug screen.
- In accordance with Federal and state of Pennsylvania regulations governing facilities/agencies that offer care-dependent services, a facility/agency may not hire an applicant nor retain an employee required to submit a criminal history report if the criminal history report reveals a felony conviction under The Controlled Substance, Drug, Device and Cosmetic Act or a conviction under any of the Pennsylvania Crime Codes. In addition, any felony offense under Chapter 39, of the Crime Code (relating to theft & related offenses), or two or more misdemeanors under Chapter 39 will prohibit hiring of the applicant or retaining the employee. Agency requires a series of criminal background checks, and driving record and Medicare fraud checks as needed, at the time of hire and periodically thereafter.

EDUCATION and/or EXPERIENCE:

Must have a high school diploma or GED, and experience and/or training in related field. CNA preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl, and talk or hear. The employee must occasionally to frequently lift and/or move up to 50 pounds and maneuver a manual wheelchair. Specific vision abilities required by this job include close vision.

The employee is occasionally required to lift and/or move residents of any weight, with assistance of a Hoyer lift or other protective equipment, and use all equipment effectively.

The employee must be able to handle highly stressful situations on a day to day basis.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to all types of weather condition and road conditions when traveling to consumer homes. The employee may be exposed to waste in a consumer's house. The noise level in the work environment (consumer's home) is usually moderate. The work hours of a Personal Care Attendant will vary (i.e. weekdays, evenings, weekends and holidays).

Employee's Signature

Date

Supervisor's Signature

Date

Human Resources Representative

Date