

Upper Cumberland Human Resource Agency

Job Description

Direct Care Worker

Classification: Non-Exempt
Department: Residential Centers
Reports to: Lead Counselor
Salary Grade: HR8 - \$9.25 - \$10.75 *(Salary may be less than minimum amount listed dependent upon financial restraints of the agency.)*
Job Group: 5
Census Code: 4600
2010 SOC Code: 39-9011
Employment: At Will

POSITION SUMMARY

A Direct Care Worker is under the direct supervision of a counselor or activities therapist. Responsibilities include assisting the counselor or activities therapist in carrying out all rules and regulations of the residence at all times. The individual will supervise and instruct clients how to do household chores and assist counselors or therapists in all activities.

MAJOR DUTIES AND RESPONSIBILITIES

- Providing role models for the residents.
- Ascertaining that residents follow rules of the facility and assist them in refraining from "bad behaviors".
- Supervise residents in household chores.
- Participate and assist in supervising sports and recreational activities.
- Assist residents at meal time providing good role models for proper manners while at the table.
- Assists the counselor or activities therapist in reporting during the assigned shift.
- Assists residents in maintaining proper hygiene.
- Develops appropriate relationships with all residents.
- Helps residents resolve any problems which may occur.
- Transports residents.
- Diffuses crisis situations.
- Assists in maintaining safety and proper supervision of residents.
- Performs other duties as may be assigned.

SKILLS/QUALIFICATIONS

- High school diploma or equivalent.
- Age eighteen (18) or greater.
- Complete previous job background check.
- Complete personal background check.
- Complete personal driving history background check.
- Complete negative drug test.
- One year documented experience required.
- Must possess a valid Class F Tennessee driver's license.
- Individual character that is appropriate in dealing with youth.

ESSENTIAL FUNCTIONS

- Good verbal and written communication skills.
- Detail oriented.
- May be required to sit for prolonged periods of time.
- Ability to multitask.
- Function and complete job duties within an office environment.

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Americans with Disability Specifications

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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

Work environment characteristics 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 exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

General Sign Off:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____