



## Woodland Residential Services

### **Direct Care Staff Job Description**

The Direct care staff are the primary caregivers and the people upon whom our clients most depend for a happy, healthy life. In addition to the physical duties enumerated below, the direct care staff is also responsible for knowing, understanding and protecting clients' rights. They are responsible for reporting immediately any reasonable suspicion of client abuse or neglect and to prevent abuse from occurring. Finally, direct care staff shall become familiar with each client's individual service plans and shall run such programs and document the running of client programs at such times and in such manner as instructed by their Home Manager, QMRP or Administrator.

Direct care staff shall be responsible for maintaining the clients in a clean, dry and appropriately dressed fashion. They shall assist the clients in and out of bed, chairs, couches and wheel chairs. They shall assist the clients down to the floor and up from the floor as necessary and appropriate. They shall administer medications according to their training and with the assistance of the clients as set forth in the client's program plan. Direct care staff shall be responsible for cooking and serving the client's food at temperatures consistent with the Title 22 regulations and as instructed by their home manager, QMRP or Administrator.

Direct care staff shall be responsible for such housekeeping duties as may be assigned by their Home Manager or which become evident as necessary during the day or evening. Direct care staff shall become familiar with the Personnel Policy and Procedures of Woodland Residential Services and shall abide by the same in all respects.

Direct care staff shall treat the clients and other staff members with respect, dignity and honesty. During the process of changing, showering, dressing and caring for the clients, direct care staff shall respect and protect client rights of privacy. Direct care staff shall assist the clients as they eat, and document any unusual behaviors or incidents. Direct care staff shall perform other duties as may from time to time be assigned by their Home Manager, QMRP or Administrator. They shall clock in upon reporting for work and clock out at the conclusion of their shift.

**THIS POSITION REQUIRES THE ABILITY TO LIFT 50 POUNDS.**

