

Lancaster Children’s Home, Inc
Job Description

Direct Care Worker

QUALIFICATIONS:

Minimum High School Diploma or equivalent; Associate Degree in related field preferred; acceptable MVR; acceptable criminal background checks; not listed on the Central Registry; and not listed on the South Carolina or National Sex Offender registries.

JOB DESCRIPTION:

Ensure a safe, healthy, responsible and legal environment for residents of the home. Guide and direct all daily activities of the residents while ensuring all required documentation and communication is complete. Maintain a positive, supportive and open environment for the residents. Assist resident with independent living skills. Reports directly to the Director of Residential Services.

GENERAL DUTIES:

1. Supervision of residents.
2. Provide the daily care for all residents (including meal preparation) while developing and assisting with independent living skills.
3. Attend initial and ongoing training as required.
4. Complete all required documentation by end of each shift.
5. Read and familiarize yourself with each individual resident in your care by reviewing records and notes.
6. Communicate any and all necessary information to supervisors and coworkers.
7. Maintain a physical and emotional climate that provides a positive living experience for the residents.

RESPONSIBILITIES AND FUNCTIONS:

1. Supervise and monitor all daily activities (ex.: meals, recreation, quiet time, bedtime, while in rooms, etc.)
2. Provide a structured and supportive atmosphere for the residents.
3. Maintain a daily behavior modification program for each resident.
4. Responsible for medication management (includes: counting, dispensing and signed documentation).
5. Teach and assist residents with independent living skills.
6. Provide ongoing guidance to all residents concerning rules and routines according to the Passages Program.
7. Use only those behavior management techniques in accordance with LCH policies and procedures.
8. Abide by LCH policies and procedures along with any revisions thereafter (i.e.; Employee Manual, Passages Program, Memos, Discussions during trainings and meetings).
9. Any and all other duties deemed necessary.

Employee Signature

Employee Printed Name

LCH Supervisor Signature

Date