



***DIRECT CARE STAFF**

Position Summary: This position is responsible for the day-to day direct care of OCAs' participants currently enrolled in any of the OCA Programs. This includes Early Intervention, Adult Programs and Recreation Programs. Ages of participants vary from 18 months through adulthood. This position is responsible for the daily care, support, training and activities of children and adults with intellectual and developmental disabilities.

Responsibilities:

Provides daily care, support, training, and activities throughout all OCA programs while ensuring a safe environment. May create, lead, facilitate and/or plan age-appropriate activities. Daily ratios range between 1:1 and 1:10 depending on the program, activities, and clients.

Leading Programs & Activities

- Lead various educational and recreational activities with a focus on daily living skills, social and vocational skills.
- Lead classes, workshops, activities, and programs to improve the skills and quality of life for people with intellectual and developmental disabilities.
- Follows daily/weekly/monthly programming themes and plans.

Participant Support

- Support people with intellectual and developmental disabilities with day-to-day care including assisting with medication, toileting, changing clothes, basic hygiene, feeding, safety, gross and fine motor skills.
- Support individuals with language development and communication skills.
- Provide guidance and encouragement during activities. Demonstrate the appropriate interactions at all times.

Communication & Documentation

- Collect, document, and accurately report various data including behavioral, toileting, skills training, and programmatic.
- Document and communicate daily with participant families, leadership, and fellow staff members on programmatic and participant data.
- Ensure personal accurate time records for hourly work to be paid accurately and on-time.

Teamwork

- Serves as an active member of the team, sharing ideas and feedback openly.
- Shows support to all team members by demonstrating a positive attitude, flexibility, and respect across all situations.



Program Support

- Opens, monitors, and secures facility and readies facility for use during operational hours. Shows pride for facility and materials by keeping them in good order and reporting any necessary concerns immediately.
- Monitors supplies and requirements of activities, programs, and coordinates with supervisor to ensure ample supply.
- Performs light custodial duties, e.g., maintains OCA's equipment, maintains cleanliness of facilities, performs setup, and break down duties for activities and special events.
- Follows OCA staffing schedule and provides flexibility.

Customer Service

- Provides excellent customer service to all customers in all situations (face to face and telephone).
- Serves as a liaison between families and management staff as necessary.

NOTE: The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

QUALIFICATIONS:

- Education: Rate of pay is dependent on education and experience. High School Diploma/GED or Associates Degree preferred. If under the age of 18, those currently enrolled in public education will be considered.
- Experience: Rate of pay is dependent on education and experience. One-Year of experience is preferred. Applicable experience includes working or volunteering with children, adolescents or adults with special needs, experience in Schools, Daycares, Assisted Living Facilities or Nursing Homes, or personal life experiences. OCA will consider each person on a case-by-case basis.
- Drivers: All candidates over the age of twenty-one may be considered for a driving position. To maintain this role, staff members must have a valid driver's license in good standing. Drivers must stay up to date with OCA driving courses and all drivers will be reviewed regularly. If drivers are found to be unsafe, aggressive or get into an accident while driving an OCA vehicle or with OCA clients in the vehicle, the staff members driving role (and rate of pay) may be reduced until proper training and safe practices can be ensured.
- Physical – Staff Members must be able to manage an active daily schedule without fatigue. The individual must be able to complete Professional Crisis Management Practitioner Level 1 or higher. Individuals must be able to lift 20lbs daily and transition materials from point A to point B.



- Training/Certificates – Staff members must receive and maintain multiple trainings while working at OCA. This includes CPR/First Aid credential within the first 90-days of employment. Additional mandatory training includes but is not limited to; Zero Tolerance, Direct Care Core Competencies, Cultural Diversity and HIPAA Compliance Training.
- Basic Customer Service – Staff members will interact with various stakeholders on campus and in the community including other staff members, community members, board members, donors, and family members. All staff members are required to always present themselves and the organization in a positive manner.

I, (Print Name) _____ have read and understand my job description and my responsibilities at OCA, INC.

Employee Signature: _____ Date: _____

Signature: _____ Date: _____
Director of Human Resources