

**Traditional Care Services; LLC.  
Hampton, Virginia**

**JOB DESCRIPTION**

**JOB TITLE: Sponsored Residential/Direct Care Staff**

**IMMEDIATE SUPERVISOR: Program Director**

***Duties and Responsibilities:***

Sponsored residential/ Direct care worker having direct responsibility for guidance and supervision of the adult/s to whom he/she has in their home and assigned; oversee physical care; development of acceptable habits and attitudes; management of individual behavior and helping to meet the goals and objectives of any service plan; ensuring the daily needs of the individuals are properly met; escorts individuals to and from training and community activities as assigned; provides direct supervision and guidance to ensure safety and welfare of individuals; do a head count at the beginning, ending and periodically throughout the day to ensure presence and well-being of assigned individuals; follows established procedures to report changes/concerns to appropriate persons; observes individuals daily for behavioral changes, physical injuries/conditions and cleanliness; completes data collection in accordance with Individual Service Plan; participates in Interdisciplinary Team; performs required housekeeping duties in order to maintain a clean, safe and orderly environment; participates in staff meetings and in-service training as assigned; plans and implements special activities; completes special projects and other duties as assigned. This position requires the successful completion of training/certification in CPR, first aid, behavior management, medication administration. The successful completion of criminal history and central registry background investigations.

***Knowledge, Skills and Abilities:***

Good oral and written communication skills. Possess caring and positive attitude; enjoys working with all people; a high school graduate or GED, have demonstrated one year experience with persons with disabilities through previous work experience or an associate degree, an ability to maintain a stable environment and to provide guidance to adults. Personal attributes necessary to be successful in working with special needs persons include the following: the ability to establish rapport and build trust with individuals; ability to respond quickly and appropriately to unpredictable behavior and circumstance; general knowledge of social services delivery. This position requires the successful completion of training/certification in CPR, first aid, behavior management, medication administration. The successful completion of criminal history and central registry background investigations. Must possess a driver's license.

**\*\*\*Incumbent must have and be able to execute the new HCBS (1915) (c) rule for staff as well as individuals and families we support.**

Traditional Care services; LLC.'s employees and/or contractors will, as a condition of employment:

- i. Become familiar with the regulations, comply with them in all respects, and help individuals understand and assert their rights,
- ii. Protect individuals from any form of abuse, neglect and exploitation (i) by not abusing, neglecting or exploiting any individual; (ii) by not permitting or condoning anyone else to abuse, neglect, or exploit any individual; and (iii) by reporting all suspected abuse to the program director. Protecting individuals receiving services from abuse also includes using the minimum force necessary to restrain an individual.
- iii. Cooperates with any investigation, meeting, hearing, or appeal held under these regulations. Cooperation includes, but not limited to, giving statements or sworn testimony.
- iv. Perform any other duties required under these regulations.

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Staff Printed Name

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Signature

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Date