



Walk of Joy



D.H.H.C



Gifts of Grace

## Direct Care Specialist

### JOB SUMMARY

The Direct Care Specialist is responsible for cooperatively working with the Site Manager and/or other staff in developing, implementing and evaluating individual services and programming for individuals served by Walk of Joy, Gifts of Grace and/or Donty Horton Home Care. Provide direct care to clients in accordance with organizational policies and procedures.

### DUTIES & ESSENTIAL JOB FUNCTIONS

- Assist clients to meet the daily living needs as outlined on the Home and Personal Care and Skill Development service documentation.
- Administer medications as outlined in the policies and procedures.
- Carry out all work according to organizational guidelines and the client's plan of care (My Plan).
- Support and assist in the provision of a clean, comfortable, safe and secure living environment. Report all Major and Unusual Incidents to supervisor immediately.
- Provide services to clients to achieve maximum independence by assisting with daily living and personal needs within the plan of care, with consideration of the individual's rights and preferences.
- Perform work in a legal and ethical framework, which supports the rights and interests of clients.
- Follow appropriate reporting mechanisms to meet duty of care requirements:
  - report all changes in health status to supervisor
  - complete documentation in accordance with procedures
  - support clients to voice their opinions or need, to ensure their rights are upheld
- Maintain confidentiality and privacy of client according to guidelines.
- Establish and maintain appropriate relationships with clients and their families.
- Demonstrate commitment to ongoing training and development of self.
- Participate in mandatory meetings and trainings.