

I. Job Title: **(DCS) Direct Care Staff**

II. Job Description: The Direct Care Staff functions in all of the day-to-day care and supervision of the adolescent, i.e., transportation and care, wake-up, meals, recreation, counseling, assaultive crisis intervention, schooling needs, parental/nurture needs, sleep, etc. while following the principles of trauma-informed care. The DCW performs many of the functions performed by specialized staff in larger facilities (i.e. cook, housekeeper, laundry worker, etc.).

III. Qualifications

- a. BA or BS degree; or Child Development Teaching Permit; or 12 semester units of Early Childhood Education, Adolescent Development, or Foster and Kinship Care Education plus 100 hours of related experience; or a valid certificate as an Alcohol Counselor, Drug Counselor plus 100 hours of experience working with youth; or Vocational Training certificate, credential or documentation demonstrating experience instructing children in vocational skills plus 100 hours of experience working with youth; or one year previous group home or short-term residential therapeutic experience.
- b. Must possess all minimum C.F.L.C. required qualifications and clearances
- c. Knowledge of residential group care and the needs and dynamics of adolescents in group care

IV. General Responsibilities

- a. Records: Accurate, thorough and timely recording of all medical entries, Daily Level System, outside contacts, menus, Incident Report's, and log entries and ensures outside reporting is accomplished.
- b. Supervision of Residents: Constant awareness of client census and location to ensure client's well-being and safety. Consistent enforcement/assistance with successful task completion i.e., house/animal farm chores, room, group activities, free time, house rules. Overnight Shifts: Complete overnight checklists and hourly call-ins. Required to work on-duty meal periods as necessary to meet program standards. Must remain in general supervision of residents during rest breaks.
- c. Safeguards the dignity and protects the rights and individuality of each adolescent in care so as to enhance the adolescent's self-respect, while safeguarding culturally sensitive, trauma-informed care.
- d. Participate in primary crisis prevention/intervention. Utilize verbal de-escalation techniques according to training received from employer through a designated professional crisis intervention program. Physical interventions should be utilized only as a last resort and administered according to crisis intervention plan.
- e. Job Knowledge: Possess and/or attain practical technical knowledge required by licensing agencies i.e. Title XXII, C.F.L.C. Policy and Procedure, Daily Level System philosophy and House Rules.
- f. Reliability: Trustworthy toward task completion and follow up. Follows and encourages conformity to all appropriate schedules, i.e., meals, laundry, shopping, etc. Attends and participates in Staff Meetings and Child Care Worker Training.
- g. Availability: Punctual and reliable for scheduled shifts.
- h. Creativity: Proposes ideas, finds new and better ways of doing things (impromptu recreation). Presents own ideas clearly and concisely. Can support other's ideas.
- i. Initiative: Contributes to the team effort by accomplishing related results and/or additional duties as needed. Ensures the home, grounds are maintained in compliance with State/County and Safety standards. Report issues needing repair.
- j. Interpersonal Relationships: Demonstrated ability to cooperate, work and communicate with co-workers, subordinates and/or outside contacts. Is able to benefit from constructive criticism.
- k. Role Model: Must maintain consistent example in speech, dress, respect for others, eating habits, leave non-job problems home, co-worker difficulties do not interfere with job performance, promotes harmony within C.F.L.C.
- l. Other duties as assigned by supervisor.

V. Physical Demands: The physical requirements indicated are examples of the physical needs that this position classification must perform in carrying out the essential functions of the position. Sit, look down, turn neck (frequently); frequently carry, push, pull, and lift 25 to 50 pounds with force; infrequently carry, push, pull, and lift 50 to 100 pounds during physical restraints of assaultive clients; walk, stand, bend, stoop, reach, twist, squat, kneel, push, pull, climb stairs; grasp or manipulate materials, equipment and supplies; continuously use seeing, hearing and speaking.

VI. Direct Supervisor: Facility Administrator

Signed: _____

Date: _____

Name Printed: _____

Copy Rec'd: _____