



FAMILY CARE ASSISTANT
EXPLANATION OF EXPECTATIONS AND RESPONSIBILITIES

Title: Family Care Assistant

Supervised by: Family Care Provider

Responsibilities include but are not limited to the following:

Service Delivery

1. Reads and understands the Individualized Service Plan (ISP) for each individual served
2. Follows support instructions for each outcome on the ISP
3. Ensures services are provided in accordance with the ISP and they address the desires and needs of the individual. Encourage growth and learning for the individual. Services include but are not limited to
 - a. Skill building and support with hygiene, self-care, food preparation and eating
 - b. Skill building and support with daily living activities
 - c. Skill building and support with meeting all health, dental and nutritional needs
 - d. Medication monitoring and assistance with medication administration
 - e. Skill-building and support with social, leisure and community activities
 - f. Transportation and support during outings, meetings, medical appointments
 - g. Visits/contact with family
4. Respond to all emergencies, injuries and behavioral events following protocols and approved procedures and the Agency Crisis Deescalation/Behavior management techniques, First/Aid/CPR and medication training
5. Serves as an advocate for the individual

Documentation

1. Complete daily documentation to include support checklist, support log notes, MAR, medical support log notes, charts or other documentation required by the manager
2. Follow the Agency support note guideline document for completing support log notes

Physical Location

1. Maintain a clean and safe environment in the home
2. Store cleaning supplies properly

Other

1. Provides information necessary to ensure all elements of the Family Care Assistant file is complete and up to date
2. Is reliable; maintains contact with the Family Care Provider and LFSVA in a timely manner
3. Demonstrates an understanding of the Human Rights Plan and upholds the Human Rights Plan
4. Follows Disease Transmission Prevention guidelines, Confidentiality Practices, The Family Care Operations Manual, and Agency Policies and Procedures
5. Reports critical/reportable events to the Family Care Provider immediately
6. Represents the Agency favorably during phone calls, meetings, family visits, etc.
7. Cooperates with all visits from state oversight bodies; cooperates with human rights investigations
8. Uses Guiding Principles in daily interactions, decisions and service delivery

Minimum Knowledge, Skills and Abilities:

1. DSP Orientation Certification
2. CPR/First Aid Certification
3. Ability to successfully complete Annual training and human rights testing
4. Medication Administration Certification
5. Safety Care Certification
5. Valid driver's License
6. High School or GED or a total of six month's direct experience working with persons who have intellectual or developmental disabilities

Family Care Assistant: _____ Date: _____

Family Care Provider: _____ Date: _____