



## **FAMILY CARE PROVIDER JOB DESCRIPTION**

**Job Title:** Family Care Provider

**Job Title of Immediate Supervisor:** \_\_\_\_\_

**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

### 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
3. Ensure all documents are in the individual's charting system in accordance with the 'Secondary File Checklist' form
4. Submit completed and correct documentation to the manager on or before the deadline

Physical Location

1. Maintain a clean and safe environment in the home
2. Store cleaning supplies properly
3. Keep the First Aid kit accessible and stocked with the required items
4. Maintain a 3-day supply of emergency food and water per regulations and policy
5. Ensure the home complies with all other requirements on the monthly-walk through checklist
6. Ensure the individual's bedroom is decorated to the individual's taste
7. Maintain a lease agreement with the individual(s)
8. Ensure the individual can lock his/her bedroom with a key

Other

1. Attends trainings/meetings as required
2. Provides information necessary to ensure all elements of the Family Care Provider and Family Care Assistant files are complete and up to date
3. Hires and supervises Family Care Assistants
4. Demonstrates an understanding of the Human Rights Plan and upholds the Human Rights Plan
5. Follows Disease Transmission Prevention guidelines, Confidentiality Practices, The Family Care Operations Manual, and Agency Policies and Procedures
6. Is accessible; maintains contact with manager in a timely manner
7. Reports critical/reportable events to the manger immediately
8. Represents the Agency favorably during phone calls, meetings, family visits, etc.
9. Cooperates with all visits from state oversight bodies; cooperates with human rights investigations

**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. A total of six month's direct experience working with persons with intellectual or developmental disabilities or a Bachelor's degree in a human services or approved related field

Family Care Provider: \_\_\_\_\_ Date:

Supervisor: \_\_\_\_\_ Date:

Sign Name