FAMILY CARE PROVIDER
EXPLANATION OF EXPECTATIONS AND RESPONSIBILITIES

Title: Family Care Provider
Services Overseen by: Manager - Family Care and In-home

Responsibilities include but are not limited to the following:

Service Delivery
1. Reads and understands the Individual Service Plan (ISP) for each person 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 person. Encourages growth and learning for the person. 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 activities, 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 De-escalation/Behavior management techniques, First/Aid/CPR and medication training
5. Advocates for and creates opportunities of abundance for each person

Documentation
1. Complete daily documentation to include support log notes, MAR, medical support log notes, charts or other documentation required by the manager
2. Follow the Agency support note guidelines for completing support notes
3. 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

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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 person’s bedroom is decorated to the person’s taste
7. Maintain a lease agreement with the person(s)
8. Ensure the person 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, supervises and evaluates Family Care Assistants
4. Demonstrates an understanding of the Human Rights Plan and upholds the Human Rights Plan
6. Is accessible; maintains contact with manager in a timely manner
7. Reports critical/reportable events to the manager immediately
8. Represents the Agency favorably during phone calls, meetings, family visits, etc.
9. Cooperates with all visits from state oversite bodies; cooperates with human rights investigations
10. 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
6. Valid driver’s License
7. A total of six month’s direct experience working persons who have intellectual or developmental disabilities or a bachelor’s degree in a human services or approved related field

Family Care Provider: ___________________________ Date: ________________

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