

# SUBJECT 007 – DIRECT CARE WORKER/IN HOME HELP WORKER

ADMINISTRATIVE APPROVAL: BOARD OF DIRECTORS

DATE: UPDATED 5/11/10 UPDATED 8/2013

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## I. TITLE

Direct Care Worker/In Home Help Worker. A Direct Care Worker/In Home Help Worker is a contingent employee. Persons classified contingent primarily serve consumers who choose the person who serves them and who choose whether that person continues to serve them. Therefore, the duration of employment in a contingent position is dependent upon continued acceptance of the consumers served and/or their guardian and continuation of funds for a grant, contract or program.

## II. QUALIFICATIONS

- A. A minimum of eighth grade education; High School Diploma to work in a Children’s Home.
- B. Good physical health, with a class rating of II or higher (see below), and to include a negative reaction to a TB test. Must be in such physical and mental health so as not to negatively affect either the health of the consumer or the quality of his or her care. Must complete a Health Care Appraisal form annually.

	CLASS I	CLASS II	CLASS III	CLASS IV
Standing - 8 hours	Yes	Yes	Yes	Yes
Regular lifting	35 lbs	50 lbs	75 lbs	75 to 100 lbs
Occasional lifting – heavier objects	Over 35 lbs	Over 50 lbs	Over 75 lbs	Over 100 lbs
Regular lifting above shoulder	Yes	Yes	Yes	Yes
Regular pulling and pushing	35 lbs	50 lbs.	75 lbs.	75 to 100 lbs.
Occasional pulling and pushing-heavier objects	Over 35 lbs.	Over 50 Lbs	Over 75 Lbs	Over 100 Lbs
Regular bending at waist	Yes	Yes	Yes	Yes
Regular twisting	Yes	Yes	Yes	Yes
Regular kneeling	Yes	Yes	Yes	Yes
Regular walking	Yes	Yes	Yes	Yes
Vision to read labels	Yes	Yes	Yes	Yes

- C. Three good character and work references to be submitted during the hiring process
- D. Must pass all background clearances per state guidelines.
- E. Valid Michigan driver’s license and acceptable driving record as determined by the agency’s insurance carrier.
- F. Must be able to complete required reports and follow written and oral instructions that are related to the care and supervision of consumers.

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- G. Must be capable of handling emergency situations. It may be necessary to use physical intervention techniques which may require: twisting, kneeling, bending, crouching, grabbing, holding, and quick movement.
- H. Must be suitable to meet the physical, emotional, social and intellectual needs of each consumer. Must promote a culture of gentleness.
- I. During the orientation period of employment, new employees will receive intense on-the-job training from experienced members of the staff. All employees will be required to review the licensing statute and administrative rules, and sign a statement that they have reviewed the statute and rules.  
Before performing assigned tasks, must be competent in all of the following areas:
  - 1. Recipient Rights/Licensing and mandated reporting
  - 2. First Aid
  - 3. Cardiopulmonary resuscitation/AED
  - 4. Personal care, supervision, and protection
  - 4. Prevention and containment of communicable diseases
  - 5. Safety and fire prevention
- J. Must pass all necessary training required by the State, any governmental agency, or the employer, and any and all tests must be successfully completed.
- K. All employees will be required to attend all regular and special staff meetings and special in-service training sessions held for the program and/or provided by each program's contracting agency or as may be required by the employer. Documentation of in-service attendance will be kept in each employee's personnel file.
- L. Must demonstrate the ability to respond appropriately to the cultural and socioeconomic differences present among the population serviced.
- M. Must demonstrate the ability to forge a mutually respectful partnership with the persons served, as well as with families, so they are helped to gain skills and confidence to address any issues and problems they face.

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- N. Must have a conviction about the capacity of people to grow and change.
- O. Must have the ability to work in partnership with other team members.
- P. Must have the ability to set limits, maintain the role of the position, and to intervene appropriately to meet the needs of the persons served and/or other family members.

**III. PERFORMANCE RESPONSIBILITIES**

A Direct Care Worker is immediately responsible to the director of the program for carrying out all job responsibilities associated with habilitative care to the consumers on a daily basis, and those other responsibilities delegated to them by the director. This person will serve as a role model to consumers in all facets of responsible daily living skills and will develop appropriate relationships.

**IV. DAILY JOB PERFORMANCE RESPONSIBILITIES**

- A. Implement all policies, procedures, and/or legal commitments to consumers as required by the Mental Health Code, the Listening Ear Board of Directors, and contractual agreements with the State of Michigan and community agencies.
- B. Participate with consumers and staff in formulating and implementing all matters pertaining to the operation of the consumers' home and plan of service.
- C. Participate actively in staff meetings, workshops, and special meetings on these duties, as may be required.
- D. Discharge delegated responsibilities and report at staff meetings on these duties, as may be required.
- E. Be an advocate for all consumers.
- F. Documentation of necessary forms for all incidents pertaining to program operations on the following areas:
  - 1. Consumer/visitor movement to or from the home
  - 2. Unusual incidents involving clients, staff, or other persons affecting the program
  - 3. Seizures, accidents, or other medical emergencies
  - 4. Noticeable changes in consumer's conduct, either positive or negative
  - 5. All necessary forms pertaining to consumer's plan of service
  - 6. Medication errors.

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- G. Provide activities or programs for consumers when they are home.
- H. Organize, supervise, and interact with consumers in their daily activities, including behavior management and physical intervention when necessary.
- I. Promote safe living conditions for consumers and staff.
- J. Assist in supervising and transporting consumers to community activities.
- K. Know and follow emergency procedures for fires, tornadoes, accidents, or other serious incidents affecting a consumers' welfare.
- L. Assist or administer medications in a safe and approved manner according to physician orders, laws and agency policies.
- M. Routine supervision and care of all daily maintenance of the home, grounds, and vehicle as needed.
- N. Assist in meal preparation, clean-up, client hygiene, recreation and all other facets involving consumer programming.
- O. Must practice universal precautions, as exposure to blood-borne or air-borne pathogens may occur due to direct contact with others.
- P. Perform duties as required to meet the standards of the Council On Accreditation, Licensing and other contractual agencies.
- Q. Other duties as assigned.

V. TERMS OF EMPLOYMENT

Wages and work week to be established by Director with the approval of the Listening Ear Crisis Center Board.

VI. EVALUATION

Job performance of this position will be evaluated in accordance with Personnel Policies established by the Listening Ear Crisis Center Board.

VII. AGREEMENT

I understand and agree to perform and be held accountable for the aforementioned areas of responsibility and recognize that failure to effectively discharge these duties could result in the termination of my employment.

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

Signed By: \_\_\_\_\_

Approved By: \_\_\_\_\_