



DIRECT CARE ASSOCIATE

SCOPE OF WORK:

Work involves providing for the care and welfare of individuals in special populations such as children, elderly, those with mental illness or developmental disabilities, and/or others needing special care or services.

DUTIES PERFORMED AT ALL LEVELS:

- Assist individuals in performing routine daily living activities such as personal care and hygiene, health and wellness, housework, laundry, meal preparation, or money management.
- Assist in training individuals in verbal and nonverbal communication, self-help skills, behavior management, and/or vocational skills.
- Assist individuals with transportation arrangements or coordination of appointments.
- Support individuals in accomplishing their personal goals.
- Maintain safety including infection control protocols.
- Clean, setup, or maintain equipment used for individual evaluation or treatments.
- May serve as an advocate for individuals receiving services.
- May implement individual support plans.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

DIRECT CARE ASSOCIATE I
GRADE D

4190

LEVEL DEFINITION:

Work at this level involves providing a narrow scope of direct, basic care and assistance to individuals in special populations. Work is performed under close supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- May assist individuals and staff with more complex duties.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED.

DIRECT CARE ASSOCIATE II
GRADE E

4191

LEVEL DEFINITION:

Work at this level involves providing direct care, assistance, and/or training to individuals in special populations. Work is performed under general supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Provide care of prosthetic, orthotic, or adaptive devices; train and/or assist individuals in the use of these devices.
- Take and record vital signs, complete and check medical charts/records; make observations and record information in individual's file.
- Assist individuals to perform a variety of exercises and/or treatment routines as part of an established regimen; document individual's progress.
- Assess individual skill levels to assist individuals in developing a daily routine or weekly meal plan.
- Participate in assigned groups that provide education and/or treatment to individuals.
- Organize social and recreational activities.
- Provide general maintenance of the work area; complete minor repairs; schedule or report more complex repairs.
- Maintain safety including conducting fire drills; record incident reports.
- Attend meetings or groups as assigned.
- Provide program orientation to new individuals.
- May administer and monitor individual's medications.

ADDITIONAL MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and one year of work experience providing direct care to special populations. Agency may designate education, training, or medical certification to substitute for the work experience requirement.

DIRECT CARE ASSOCIATE III
GRADE F

4192

LEVEL DEFINITION:

Work at this level involves providing specialized care, assistance, and/or training to individuals in special populations. Work is performed under limited supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Provide training and personal care to individuals in special populations that have additional program emphasis such as: crisis intervention, sex offenders, severe

behavioral problems marked by aggression or high risk behavior, multiple disabilities, or are physically, mentally, or medically fragile.

- Participate in developing and assessing individual treatment plans to provide appropriate levels and types of service.
- Serve as an advocate for individuals; coordinate services with other providers when necessary.
- Serve as a resource to other Direct Care Associates.
- Coordinate treatment planning goals with other staff.
- Assist in on-going program evaluation and outcomes, provide recommendations for improvement.
- May develop or lead education, therapeutic, and/or activity groups.
- May provide training to family, schools, and/or other agency staff.

ADDITIONAL MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and two years of work experience providing direct care to special populations. Agency may designate education, training, or medical certification to substitute for one year of the work experience requirement.

Eff. Date: 7/12