



FOUNDATION

*Promoting Lifelong Fun Adventures for
the Developmentally Disabled Since 1968*

HCBS - Direct Care Provider

JOB TITLE: HCBS- Direct Care Provider
DEPARTMENT: Home and Community Based Services
REPORTS TO: HCBS Coordinator
FLSA STATUS: Non-Exempt
EEO Classification 09
Safety Sensitive Position

SUMMARY: Under the general supervision of HCBS Coordinator, provides services to consumers with developmental disabilities based on individual service plans and personal care requirements. Distinguishing characteristics of this position: responsible for interacting with and providing a safe environment for consumers which may include social and community services/activities.

Direct Care Provider provides short-term respite care and supervision consistent with the health needs of the consumer and/or support or relieves caregivers for the benefit of the consumer. Direct Care Providers also provide habilitation services to increase independence of the consumer and/or attendant care for facilitation of consumer needs. May need to drive member in their personal vehicle based on that members needs.

ESSENTIAL ROLES AND RESPONSIBILITIES:

Direct Care

- Provide care and companionship to people with disabilities in order to give primary family members/caregivers a break from their daily responsibilities
- Provide consumer training in life skills to increase independence
- Assist consumers with eating, toileting, dressing, and other daily living skills
- Encourage consumers to participate in community, household, and personal care tasks to the extent of their ability
- Measure and document consumer progress
- Administers non-prescription and prescription medication as prescribed by licensed medical professionals
- Acts as an appropriate role model and support in using appropriate language, dress, manners, and respect
- Communicates and interacts with consumers on an individual and group basis, promoting individual choice, freedoms, responsibility and support for consumers

General Operations

- Strictly adhere to the Civitan confidentiality policy and all state and federal laws such as by not limited to HIPA
- Reports unusual incidents in proper fashion while notifying the appropriate staff within required time frames

Administrative Functions

- Maintains, updates, and ensures the confidentiality of member files and records
- Provide HCBS Coordinator with completed data logs and billing documents within the time lines required. All logs and billing documentation must have appropriate signatures.
- Other duties as assigned

DESIRED QUALIFICATIONS AND SKILLS:

- Must be 21 years of age to drive for Civitan
- High school degree or equivalent level of education
- Experience working with people with intellectual and developmental disabilities
- Must be able to physically able to: operate a vehicle; manual dexterity to keep documentation records; visually and auditorily monitor members; utilize prevention and support to prevent behavior harmful to members or others; assess and provide behavior management in crisis situations and call for assistance if needed; and able to physically perform First Aid/CPR
- Must be able to assist members which involves physical activities, including but not limited to, kneeling, reaching, stretching, bending, etc., and the use of household cleaning products

- Team player who will collaborate with existing staff
- Current driver's license and valid auto insurance coverage required
- Valid Level One Fingerprint Clearance Card
- Required to pass a criminal/background check in accordance with Arizona Revised Statute 36-594 utilizing information on form DD-258 and fingerprint check
- Required to pass a pre-employment drug screening
- This position will require you to sit/stand for extended periods of time and be able to lift up to 50 lbs
- Current driver's license and valid auto insurance coverage required
- Upon employment provide a current year MVR driving record that will meet satisfactory driving history for the insurance provider, and provide copy of MVR for the last three years

ADDITIONAL INFORMATION:

Compensation commensurate with qualifications and experience. A strong candidate would possess a passion for success, a commitment to improving the lives of individuals with disabilities.

Interested and qualified candidates must submit a cover letter-highlighting qualifications and relevant experiences in relation to this position. Submit cover letter and resume via email to James Maloney (jobs@campcivitan.org), phone (602-953-2944). Visit www.civitanfoundationaz.org to learn more about the Civitan Foundation, Inc.