



## Job Description

**Job Title:** Direct Care Staff  
**Department:** Client Services  
**Reports to:** House Supervisor, Residential Manager

### Summary:

The Direct Care Staff (DCS) is responsible for a variety of duties related to the overall care of individuals with developmental disabilities who reside in Acorn Healthcare Services residential programs. This includes direct support of program individuals and implementation of individual plans (IPs) and behavior support plans (BSPs).

### Essential Duties and Responsibilities:

- Provides supports and supervision to people served in all settings;
- Attends meetings and training sessions as required by Acorn Healthcare Services, including those related to individual IPs, BSPs, Individual-Specific Needs, and RN Delegation;
- Assists and documents implementation of plan goals, targeted behaviors and interventions;
- Assists individuals in the pursuit of recreational, social and community activities based on preferences and individual plans;
- Promotes participation and involvement in community outings;
- Works all assigned schedules, including but not limited to: arriving and departing on time and requesting time off in advance;
- Ensures each individual's rights are protected;
- Treats all people served and coworkers with dignity, respect, and fairness;
- Administers medications to individuals as assigned;
- Observes individuals for any changes in behavior or health that may have resulted from medication administration;
- Ensures individuals are dressed neatly and appropriately and are groomed at all times;
- Assists and encourages individuals to care for immediate personal needs such as toileting, washing their hands, and eating;
- Prepares nutritional meals based on individual needs and preferences;
- Encourages individuals to assist in the preparation of meals and snacks as appropriate;
- Keeps program sites - both interior and exterior - and resident personal spaces clean, organized, and tidy and encourages participation in home beautification and upkeep as appropriate;
- Teaches individuals daily skills such as household chores, laundry, cleaning, and washing dishes, as appropriate;
- Observes individuals for evidence of injury or bruises and evaluates for changes in emotional and physical status;
- Reports any noted problems to the Residential Manager and/or Case Manager immediately and complete a written incident report form;
- Reports all medical related incidents to the Case Manager and/or the delegating nurse;
- Acts as a representative for Acorn Healthcare Services in a professional manner when required;
- Maintains confidentiality;
- Communicates with House Supervisor or Residential Manager when items related to individuals' personal needs and personal space need to be purchased;
- Provides support to other team members when individuals are having behavioral issues;
- Documents all program data, including but not limited to: individual plan data, behavior support plan data, service delivery logs, health data (seizure charts, bowel movements,



intake/elimination, vital signs, etc.), individual funds requests, mileage logs, maintenance request forms, and supply acquisition forms;

- Ensures that all documentation is completed accurately and in a timely manner;
- Ensures Medication Administration Record (MAR) entries are completed accurately;
- Completes communication logs during each shift;
- Completes additional tasks listed on Acorn Shift Duties\*;
- Reports unsafe conditions, environment, and equipment to the Residential Manager;
- Follows safety protocols to foster a safe working environment; and
- All other duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Excellent verbal and interpersonal communication skills; ability to communicate clearly with clients and staff members.
- Ability to work in a demanding environment and handle multiple tasks efficiently and effectively.
- Ability to understand and follow directions from supervisor and the ability to gain comprehensive knowledge of regulations and laws.
- Ability to safely and accurately care for people with medical and mental disabilities and to recognize and report any noted concerns.
- Ability to adjust to changing priorities and the various details of the job.
- Must have reliable transportation.
- Must have a basic understanding of intellectual and developmental disabilities.
- Must be organized and attentive to detail.
- Must be independent and able to manage crises.
- Must be excellent with follow up and deadline achievement.
- Must be compliance and mission driven.
- Must demonstrate the ability to professionally represent Acorn Healthcare Services at all times.

**Education/Experience:**

High School diploma or GED. Completion of a competency-based assessment and provision of personal references may be substituted for education. Must have a valid Texas Driver License with a good driving record. Must be able to pass a background check per HCS requirements.

**Working Conditions and Environment**

- Works in individual group residences, with some travel required.
- Ability to work hours as needed. This includes nights, weekends and evenings. Schedule may change with very little notice.

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Employee Signature

Date

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Administrator/Program Director Signature

Date