

Write a description of job responsibilities staff will be required to perform in the following categories that apply. Please mark "n/a" in each category that does not apply .

JOB TITLE: _____

ACCOUNTBALE TO: Managing Party & CDO Manager

JOB SUMMARY (Overview of the employee's duties and responsibilities)

Employees will provide direct care service for the individual receiving services. Employees will at all times ensure the health and safety of the individual by following this job description and the Risk Management Plan/Health and Safety Plan.

REPORTING RELATIONSHIP

Employees will report directly to the managing party. Employees are responsible for reporting any suspected verbal, emotional, physical, or financial abuse, as well as any suspected neglect, to the Common Entry Point (CEP) within 24 hours of initial knowledge of the abuse or neglect situation. Employees will contact the CDO Manager as soon as possible if there is a serious injury or hospitalization of the person they work with.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

TRANSPORTATION (Designated if employees have to provide transportation in their own vehicles, what types of transportation are expected, and what are the parameters around mileage reimbursement.)
Any employee providing transportation to the individual receiving services will provide Mains'l Services with an up to date copy of their car insurance. Employees must wear their seatbelt while working, and must ensure that the individual is wearing a seatbelt at all times.

HOUSEKEEPING (What specific duties will the employee be required to complete)

Examples: Employees are expected to leave the condition of the home in the same shape, or better upon the end of each shift. Employees are responsible for ensuring all items used throughout the shift are put back in place.

LAUNDRY (what specific duties will the employee be required to complete)

Example: Employees will assist in laundering the clothing of the individual receiving services when requested by the managing party.

MEAL PREPARATION (diet considerations, preparation guidelines, invitation to join at meals or offer meal breaks) *Example: Employees will prepare food for the individual receiving services when working over mealtimes. Employees will follow dietary guidelines set forth by the managing party and clean up all food preparation materials.*

CORRESPONDENCE/MAIL (what role will the employee play in answering your phone, opening your mail, computer email, is personal use of home telephone allowed)

SCHEDULE (what are your expectations around shift timelines, notification of tardiness or inability to work, consequences for consistent missed work)

TIMESHEETS

Timesheets must be entered by the employee and approved by the managing party by the due dates given at orientation. Timesheets must be filled out correctly and completely to be paid on time. Timesheets are legal documents. Putting false information on a timesheet can result in termination of employment and fraud charges. Questions about payroll or timesheets should be directed to the CDO Manager.

KNOWLEDGE/EDUCATION (what requirements or expectations do you have in regards to employee's knowledge and education)

SKILLS/ABILITIES (Consider lifting requirements, driving requirements, managing behavioral concerns)

EXPERIENCE (does the employee need any specific experience)

Managing Party Signature _____ Date: _____

Employee Signatures: Please have all employees who work in this position sign below

I have reviewed and agree to the responsibilities of the job..

Print Name: _____ Signature: _____ Date _____

Print Name: _____ Signature: _____ Date _____

Print Name: _____ Signature: _____ Date _____