



Brooklyn Community Services

**Position:** Direct Care Specialist  
**Program/Department:** IRA/800  
**Reports to:** Residential Manager  
**Work Location:** 1825 Atlantic Avenue  
**Hours:** Full Time

**Position Summary:**

Second Shift – 2pm- to 10pm Mon-Fri

Each staff is assigned to 4 consumers from the IRA Program. Complete all mandatory residential habilitation documentation within specified time frames, including but not limited to:

**Responsibilities:**

- Review daily log book upon arrival and input all activities throughout shift into log book
- Provide supervision to consumers you have been assigned to
- Administering medication
- Daily ADL trainings (Cooking, shopping, cleaning etc.)
- Ensure all program goals are completed as written and initial
- Provide daily recreational activities
- Sign off on daily attendance
- Other tasks as may be required
- Submit a monthly recreation calendar to the residential Manager by the 30<sup>th</sup> of each month

**Designated food shopper**

- Conducts all grocery shopping for consumers when funds are available.
- Monitor consumer's food stock
- Keep track of all shopping receipts, within receipt log book

**Office Monitor**

- Ensure office supplies are available for consumers and staff usage
- Keep an accurate count of supply quantity
- Inform Residential manager when order need to be placed

**Qualifications:**

**Qualifications Required:**

- HS Diploma or GED required
- With at least two years' experience working with individuals in an IRA setting
- AMAP – Approved Medication Administration Personnel
- First Aid and CPR
- Valid NYS Driver License

**Qualifications Preferred:**

- BA in Human Service
- At least one year experience working with individuals with a developmental disability.

**Contact:**

Email Resume and Cover Letter to:  
Nadege Dorvil – Residential Manager  
ndorvil@wearebcs.org

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