



Job Description

Position: Direct Care Specialist

Program/Department: 1825 Atlantic Avenue IRA

Reports to: Residence manager

Work Location: 1825 Atlantic Avenue

Hours: Full Time Part Time Hourly

Position Summary:

First Shift **6am to 11am**

Second Shift **4pm- to 12am**

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

Responsibilities:

- Coordinate all activity with overnight staff that is scheduled to leave at 8am
- Assist as needed with breakfast for the consumers (remember to log the activities in the activities book)
- Assist as needed with issuing petty cash (write the voucher on the form and have the consumer sign for the amount given)
- Assist as needed with issuing medication (check the M.A.Rs. blister pack and read the labels carefully before giving the medication, remember medication changes daily at times)
- Medical escort as needed (at times there are medical appointments that requires staff escort).
- Check medication and order as necessary or leave list for staff to order. (It is important that there is always enough medication for all consumers). Use the medical book to log the information that is required for staff to follow up such as ordering or drop off, new prescriptions, or prescriptions that requires signature, stamp or has zero refills.
- Check doctors' appointments and make sure the necessary documentation is available.

- Apartment checks (IRA daily and ISS weekly) Use the log book to record findings in the different area of the apartment.
- Apartment water temperature (weekly) use the log book to record the current temperature and make the necessary adjustment
- Check all appointments for the upcoming week; complete all medical forms for manager to review.

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 cover letter and resume to:

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