



**Position:** Direct Care Specialist  
**Program/Department:** IRA/800  
**Reports to:** Residential Manager  
**Work Location:** 1825 Atlantic Avenue, Brooklyn, NY  
**Hours:** Full Time/ Second Shift – **2pm- to 10pm Mon-Fri**

**Position Summary:**

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 30th of each month
- 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
- 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:**

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 – Residence Manager

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