

# Angels Unaware, Inc.

1375 Nelson Avenue, Bronx, New York 10452

Phone: (718) 410-7406; Fax: (718) 410-7409

## JOB DESCRIPTION

JOB TITLE		LOCATION
Direct Care Professional		Bronx
DEPARTMENT		REPORT TO
Residential		Residential Manager
FLSA STATUS	CLASSIFICATION	SALARY LEVEL/RANGE
Full	Full Time	

### SUMMARY

Direct Care Professional with meeting overall goals; is responsible for ensuring participant's immediate needs are met.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Support residents with self-care, toileting, showering, tooth brushing, grooming, dressing and ensure proper hygiene.
2. Support residents with proper eating and drinking skills and table manners.
3. Support residents in attaining skills needed for daily living and socialization according to their abilities
4. Support residents in maintenance of their bedrooms, clothing and personal possessions.
5. Administer medication
6. Understand the residents' functioning and how to respond to their needs.
7. Read and make appropriate entries in facility logs daily.
8. Safely accompany residents to community resources (stores, places of worship, recreation, health facilities etc.)
9. Become a consistent role model and help residents' lives.
10. Assist in purchase and maintain residents, clothing, personal items, adaptive and habilitation equipment
11. Assist the Manager with grocery shopping
12. Handle cash and receipts as assigned
13. Carry out fire drills, evacuations and emergency procedures
14. Participate as a member of the Interdisciplinary Team in the development and evaluation of each resident's individualized plan of care
15. Assist the Manager with the maintenance and proper functioning of the physical plant, its furnishings and appliances
16. Attend staff meetings and in-service training sessions
17. Other related tasks that may be assigned

### POSITION REQUIREMENTS

#### Qualification/Requirements

1. (2) years' experience with I/DD Individuals
2. Written & oral communication skills
3. Ability to interface with multi-level, multi ethnic personnel
4. Valid Drivers' license

#### Education

1. High School Diploma/GED minimum

#### Training/Experience

1. SCIP-R
2. CPR/First Aid
3. AMAP

*"Angels Unaware, Inc. is an Equal Opportunity Employer"*

Direct Care Professional

Effective: 11/15/16

Amended: 11/15/2019

# ***Angels Unaware, Inc.***

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## **Corporate Compliance**

1. Follow Angels Unaware's Code of Conduct and abide by all policies and procedures, guidelines, and Federal and State laws and OPWDD regulations
2. Be alert to any situation that could violate Angels Unaware's Code of Conduct Corporate Compliance Policies, guidelines, and/or federal and state laws and OPWDD regulations
3. Promptly report any issues, concerns, violations or suspected violations to your supervisor, other management staff, Director of Human Resources or designee, Compliance Officer, or the Executive Director

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## **ACKNOWLEDGEMENT OF RECEIPT OF THE JOB DESCRIPTION FOR DIRECT CARE PROFESSIONAL**

I acknowledge receipt of a copy of the Direct Care Professional job description, which includes the Agency Conflict of Interest Policy.

I have been given the opportunity to have my questions answered regarding this job description.

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**Print**

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**Date**

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**Signature**

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