**JOB DESCRIPTION**

## Position Title: DIRECT CARE STAFF

**Responsibilities:**

The role of the direct care staff is to enhance and protect the children’s health, safety, and well-being; and to ensure that all duties, as assigned, are carried out in order to achieve their programmatic goals.

1. The direct care staff responsibilities are as follows:
   * Knowing which children, they are responsible for;
   * Child care services plan for each assigned child;
   * Being aware of and accountable for each child’s on-going activity;
   * Providing the level of supervision necessary to ensure each child’s safety and well-being, including auditory and/or visual awareness of each child’s on-going activity as appropriate; and
   * Being able to intervene when necessary to ensure each child’s safety.
2. In deciding how closely to supervise a child, the caregiver must take into account:
   * The child’s age;
   * The child’s individual differences and abilities;
   * The indoor and outdoor layout of the operation;
   * Surrounding circumstances, hazards, and risks; and
   * The child’s physical, mental, emotional, and social needs.
3. Direct Care Staff must:
   * Be aware of the children’s habits, interests, and any special needs, including any special supervision needs;
   * Provide a safe environment;
   * Cultivate developmentally appropriate independence in children through planned but flexible program activities;
   * Positively reinforce children’s efforts and accomplishments;
   * Ensure continuity of care for children by sharing with incoming caregiver’s information about each child’s activities during the previous shift and any verbal or written information or instructions given by the parent or other professionals; and
   * Implement and follow the children’s service plans.
4. If a child is participating in an unsupervised childhood activity, the caregiver must:
   * Know where the child will be;
   * Give the child a specific time to return to the operation or the caregiver’s location;
   * Confirm and comply with an appropriate method of transportation to and from the activity;
   * Give the child a way to contact the caregiver in an emergency; and
   * Be available to respond if the child contacts the caregiver and needs immediate assistance.
5. Maintain daily progress notes for the child. Caregivers must sign and date each progress note at the time the progress note is completed.
6. Wholeness Haven Inc. staff are not allowed to keep kids overnight visits with the staff.
7. Maintain accurate documentation.
8. Maintain effective communication with coworkers and administration
9. Supervise residents at all times
10. Maintain work environments free of recognized hazards
11. Complete a minimum of 40 hours on in-service training hours annually in childcare services, excluding first aid and orientation.
12. The Direct Care Staff reports to the Licensed Child Care Administrator.

**Minimum Qualifications:**

1. Must be 21 years of age
2. Have either:
   1. A high school diploma or high school equivalency, such as a General Educational Development (GED) from a program recognized by the Texas Education Agency (TEA), the Texas Private School Accreditation Commission (TPSAC), or other similar educational entity from another state; or
   2. Documentation to verify high school equivalency from home schooling. The documentation must adequately address basic competencies that would be otherwise met by a high-school diploma or a GED, including basic reading, writing, and math skills; and
3. Be able to read, write, and communicate with co-workers, medical personnel, and other persons necessary to care for the child’s needs.

**Hours:** Must work a minimum of 20 hours per week

**Salary:** Commensurate with abilities