

## HAVEN HOUSE/BRIDGES, INC.

### DIRECT CARE JOB DESCRIPTION

#### Essential Job Functions

- Maintain daily contact with residents; conduct and document census checks daily. Facilitate admissions, transfers and discharges; assist residents to obtain permanent housing.
- Ensure children attend school/day care as scheduled and adults participate in structured activities/programs.
- Responsible for reporting, maintaining, reviewing, and regularly updating ongoing records according to Documentation Guidelines and in compliance with DSS and Agency Policies and Procedures.
- Required to be ambulatory and able to perform all job functions without limitations, up to and including life preservation activities. Provide for the health and safety of the residents and maintain the physical environment.
- Responsible for behavioral interventions/crisis management involving immediate attention in order to ensure the safety of residents and staff and provide feedback to residents concerning acceptable and/or unacceptable behavior. Complete and submit DSS/CPS Reports to Supervisory Staff as needed.
- Responsible to comply with all Agency Policies including Code of Conduct and Confidentiality Policies.
- Maintain attendance and punctuality. Notify supervisor when late or absent. Provide adequate notice when scheduling time off.

#### Job Duties may include but are not limited to:

- Assist residents to establish linkages with mental health/health clinics, vocational, educational, financial, substance abuse prevention, special services, childcare and transportation resources as needed.
- Provide training, assistance and monitoring in life skills areas as needed, including meal planning, nutrition, personal appearance, basic parenting, meal preparation, unit maintenance, medication ingestion and recreation participation.
- Assist residents with arranging transportation to appointments and other program related activities. Provide transportation as needed; must use own personal vehicle if agency vehicle is unavailable.
- Ensure residents attend scheduled day activities, appointments, interviews, etc. and complete related documentation. Responsible for planning, implementing and supervising recreational activities when needed.
- Attend and participate in staff meetings, training sessions, Quality Assurance Audits and other relevant meetings as scheduled.
- Responsible for ensuring residents receive the necessary degree of support to facilitate transition to permanent housing.
- Reports to assigned supervisor.