

TRANSITIONAL SERVICES OF NEW YORK FOR LONG ISLAND, INC.

DIRECT CARE JOB DESCRIPTION

Essential Job Functions

- Provide rehabilitation services including Assertiveness/Self-Advocacy Training, Community Integration/Resource Development, Daily Living Skills Training, Health Services, Medication Management and Training, Rehabilitation Counseling, Skill Development Services, Socialization, Substance Abuse Prevention Services, and Symptom Management.
- Responsible for implementation of Medication Policies and Procedures.
- Responsible for reporting, maintaining, reviewing, and regularly updating ongoing records according to Documentation Guidelines and for compliance with OMH and Medicaid regulations 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 NIMRS Reports to Supervisory Staff as needed.
- Responsible to comply with all Agency Policies including Agency Code of Conduct and Confidentiality Policies, Medicaid Compliance Program and Protocols and Justice Center Code of Conduct.
- 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 with the development and implementation of Individual Service Plan goals.
- Assist residents to establish linkages with mental health/health clinics, vocational, educational, financial, social, substance abuse prevention and recreational resources as needed; maintain at least monthly contact with mental health and designated vocational linkages as well as other service providers as necessary.
- Assist residents in arranging transportation to day programs, 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 programming, clinic appointments, financial meetings, interviews, etc. and complete related documentation. Responsible for planning, implementing and supervising recreational activities when needed.
- Attend and participate in staff meetings, training sessions, ISP Meetings, Quality Assurance Audits, including Utilization Review Meetings and other relevant meetings as scheduled.
- Responsible for ensuring residents receive the necessary degree of support to facilitate transition to a less supervised setting.
- Reports to assigned supervisor.