



Direct Care Job Description

Qualifications

This position requires a person with interests and abilities in the area of working with clients with developmental disabilities. There will be an evaluation of the applicants' attitudes and skills in the field. Each employee must meet licensing requirements for physical condition and criminal clearance.

Conditions

The first six months of employment will be considered a probationary period. During the probationary period the employee will be evaluated.

Availability

All Direct Care staff must be willing and able to work a variety of shifts and may be expected to work at more than one facility. Weekends, Overnights and Holiday shifts are a part of the expectations in this position.

All Direct Care staff are expected to fill out their Unavailability as it changes so program leaders may schedule Direct Care staff to the best of their ability. If Direct Care staff are scheduled a shift they are not able to work, it is the Direct Care staff's responsibility to find coverage for their shift, and get approval from the Program Lead.

Reports To

This position reports directly to the Program Leaders and/or Operations Supervisors.

Responsibilities

1. Give support and supervision to all clients in the program as their needs are determined by the management and/or the Interdisciplinary Team.
2. Transport clients on community outings and medical visits as assigned.
3. Assist in the development and implementation of individual support plans as assigned by the COO/CEO.
4. Ensure that the home and equipment are given appropriate physical care, cleaning, and maintenance.
5. Complete all reports as assigned, with special emphasis on timely completion of program data, incident reports, and medication sheets.
6. Be aware of rules pertaining to treatment of the clients and your responsibility as a mandated reporter as they pertain to client abuse or neglect.
7. Provide the above services and any others as assigned by the CEO/COO, Directors, Assistant Directors, Operations Supervisors and Program Leaders for the purpose of providing effective services to clients.
8. Successfully complete all required training.

Date 04/02/24

Signature 
Iqra Adan (Rev. 2024 13:41 CDT)

Iqra Adan



BILLING INFORMATION ACKNOWLEDGEMENT

This company is committed to compliance with all Federal and State laws that govern the delivery of and billing for services. Minnesota Statutes, section 256B.4912, subdivision 11 requires that upon employment and annually thereafter, staff attest to reviewing and understanding the below statement.

I attest to reviewing and understanding the following statement:

“It is a federal crime to provide materially false information on service billings for medical assistance or services provided under a federally approved waiver plan as authorized under Minnesota Statutes, sections 256B.0913, 256B.0915, 256B.092, and 256B.49.”

What this means:

- I understand I provide services that are paid for through medical assistance or through federal waiver plans.
- I understand that documentation must be accurate, including my timecard or other time tracking systems.
- Minnesota Statutes, sections 256B.0913 applies to the Alternative Care, 256B.0915 applies to the Elderly Waiver, 256B.092 applies to the Developmental Disabilities Waiver, and 256B.49 applies to waivers for persons with disabilities.

Iqra Adan

Printed Name


Iqra Adan (Apr 2, 2024 13:41 CDT)

Signature

04/02/24

Date



Rationale:

260C.212 Subd. 14. **Support age-appropriate and developmentally appropriate activities for foster children.** Responsible social services agencies and child-placing agencies shall support a foster child's emotional and developmental growth by permitting the child to participate in activities or events that are generally accepted as suitable for children of the same chronological age or are developmentally appropriate for the child. Foster parents and residential facility staff are permitted to allow foster children to participate in extracurricular, social, or cultural activities that are typical for the child's age by applying reasonable and prudent parenting standards. Reasonable and prudent parenting standards are characterized by careful and sensible parenting decisions that maintain the child's health and safety, and are made in the child's best interest.

Purpose:

To ensure that each foster child can experience equal “normalcy” in extracurricular activities as a non-foster child. Following the Prudent Parenting Standards allows the foster child’s extended team to assist with making reasonable decisions in the best interest of the foster child.

Procedure:

When a foster child makes a request for an extracurricular activity, overnight stays or wants to make a drastic change in appearance. The designated will contact the guardian and social worker for consultation. If unable to reach either party the designated staff will utilize the Prudent Parenting Standards listed above in statute.

When at all possible the extended team should follow the case plan/out of home placement plan. It is best practice to make these plans as detailed as possible. When making decisions about the foster child the team must consider the following:

- Is it age and developmentally appropriate
- Is it accepted as suitable for children of the same chronological age or level of maturity
- All decisions should be based off of the child’s emotional, physical and behavioral capacities typical for an age group
- Risk of activity
- Importance of experience in the child’s emotional and developmental growth
- Importance of a family like experience
- Wishes of parent and guardian as appropriate

Benefits:

Following the guidelines may increase social and emotional bonds; participating in activities that make them feel “normal” may mitigate trauma. Provide foster kids the opportunity to practice skills in a protected environment and contributes to a successful transition to adulthood.

Staff Name Printed: Iqra Adan Staff Signature:  Date: 04/02/24
Iqra Adan (Apr 2, 2024 13:41 CDT)

Iqra Adan 2-AdobeJobDescBillParent

Final Audit Report

2024-04-02

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