



CHILDREN'S VILLAGE, INC.
 1350 West Hanley Avenue
 Coeur d' Alene, ID 83815

546.01 Direct Care Provider Job Description

Position: Children’s Village is licensed as a Children’s Residential Care Facility, by the State of Idaho, Department of Health & Welfare. We are dedicated to provide a safe haven and restore hope for children who have been abused, neglected or are in a severe family crises. Children’s Village is open 24 hours a day, 365 days a year ensuring the care and health and welfare of all our residents. Direct Care Personnel (DCP) provide the front line care of the children in our homes. The DCP is under the direct supervision of the Program Assistant(s) and is accountable to the Agency Director.

Requirements: A minimum of an HS diploma/GED or AA/AS degree is required. The degree major should be in the field of social services, education, or health and human services. Applicant must be 21 years of age, possess a high school diploma or equivalent. The individual would need to hold a valid driver’s license, be of sound health, capable of flexible shift work and pass a security/background check.

Shifts:

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| 6:00am - 10:00am | Day Shift |
| 6:00am - 12:00pm | Day Shift Summer |
| 9:00am – 9:00am | “24” Hour Shift |
| 2:00pm - 10:00pm | Swing Shift |
| 12:00pm - 10:00pm | Swing Shift Summer |
| 10:00pm - 6:00am | Overnight |
| 4:00pm - 9:00pm | Float Shift, not during summer |
| 9:00am - 2:00pm | Non-School Day Shift, not during summer |

Responsibilities:

- Coordinate with the Program Assistant(s) on daily operations
- Provide the daily care of the residents.
- Implement programs as directed.
- Follow daily calendars and schedules as posted by Program Assistant(s) and Agency Director.
- Complete shift section of the “Staff Chore Sheets” and signed off properly.
- Fill out “Repair and Needs” forms when needed and pass on to Agency Director.
- Report any staff concerns and/or scheduling issues to the Program Assistant(s)/Agency Director.
- Coordinate with Program Assistant(s) and Agency Director for a positive flow of communications.
- Assist with the daily educational components for each resident.
- Bring to the attention of the Agency Director and/or Executive Director any safety, health or crisis situations or information.
- Report any policy violations to the Agency Director and/or Executive Director
- Assist as directed, with the orientation of the new staff and volunteers.
- Monitor security, lock up information and maintain confidentiality.
- Complete all Incident/Disclosure/Non-Compliance/Injury Forms as needed.
- Attend all staff meetings and mandatory In-Service on site.

OTHER REQUIREMENTS:

- Must be dedicated to the Mission and vision of Children’s Village.
- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must possess emotional and professional maturity, stability, tactfulness, and good decision making skills.
- Must have dependable insured transportation and a valid Driver’s License and acceptable driving record.



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- Must complete all background requirements: acknowledgement of child abuse reporting responsibility, criminal record statement and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving a clearing from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one's self, children, fellow employees, and visitors.

General Physical Requirements

Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Must be able to lift up to 50 pounds.

Physical Activities

- Climbing: Ascending or descending stairs, ramps, and the like using feet and legs and/or hands and arms.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Kneeling: Bending legs at the knee to come to a rest on knee or knees.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Crawling: Moving about on hands and knees or hands and feet.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Walking: Moving about on foot to accomplish tasks, particularly for medium distances or moving from one work site to another.
- Pushing/Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

 Signature of Direct Care Provider

 Date

 Printed Name of Direct Care Provider

 Signature of Executive Director or designee

 Date

 Printed Name of Executive Director or designee