	Westmoreland County Blind Association	Doc. #: JD-49	
	Title: WAC Direct Care Worker	Rev. #:	Page 1 of 2
	Approved by: Tim Miller, Executive Director	Approval date:	

Direct Care Worker
 Reports to: WAC Department Supervisor

Summary

Provides general support and supervision to individuals with multiple disabilities and visually impaired clients of the WCBA

Duties and Responsibilities

- Responsible for meeting work flow requirements by providing employees with sufficient product for task completion
- Maintain accurate counts of daily production
- Assist with consumer’s personal care needs as necessary (restrooms, eating, grooming, etc.)
- Monitor consumer hygiene and behavioral conduct
- Assist with lunch preparation and cleanup
- Ability to lift 25 pounds and rolling 200 pound bins on wheels
- Maintain at least 24 hours of continuing training on an annual basis
- Have certificates in CPR and First Aid
- Responsible for being an alternate or substitute driver
- All other duties as assigned


Education / Experience

- One to three years’ experience working with individuals with disabilities
- High school diploma or GED
- Possess the ability to work well with those having special needs in a supervisory capacity

I have read and fully understand this job description.

 Employee Signature

 Date

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The following rules are to be followed by ALL drivers that transport consumers to and from our facility.

1. It is required that all drivers follow the Penn DOT laws. Cell phones are not permitted to be used while driving.
2. Make sure the seat belts are properly fastened for each consumer once placed into vehicle.
3. Make sure that consumers' personal items are safely placed on the floor of the vehicle.
4. Do not leave the vehicle running with passengers inside. You can assist clients in entering and exiting but do not leave driver seat for any other reason (unless emergency). If you leave driver's seat, be SURE to turn off vehicle
5. Do not take vehicle out when weather conditions are dangerous.
6. If you have not been contacted by the Program Specialist or Director of Program Operations regarding weather conditions and you feel that the vehicle should not be driven, contact 724-309-9056 or 724-837-1250 before driving the vehicle.
7. If the agency is closed or has any delays due to weather, the announcement will be broadcasted on Channel 2 and on 1020 AM KDKA radio
8. Fuel vehicle when consumers are not in vehicle.
9. Turn vehicle off when assisting consumer into vehicle
10. Always be cordial to consumer, parents/guardians at all times
11. Report any incident or accident to Supervisor immediately after occurrence and complete FORM TRANS-03, Vehicle Accident.
12. If you have waited for any consumer for more than three (3) minutes, call their home number to determine if they are going to attend. We are on a tight schedule and all clients are aware of the time constraints.
13. Always have the Cell phone charged and turned on while transporting consumers.