



Job Description

Title: Zach's Place Direct Care Provider	Reports to: Zach's Place Director	Pay Status: FT/ Non-exempt
Department/Program: Child Placement Agency	Interviewer:	Interview Date:

Scope:

Zach's Place staff provide a safe, healthy, and enriching environment for children and young adults with special needs. Our staff teach life skills, help our young clients participate in activities, and provide essential direct care. This position is under the direct supervision of the Program Director.

Duties:

- Primary duties will be working with the children's program and will also be working with the adult programs.
- Provide direct care, including physical care to the program's participants. May include caring for medically fragile individuals.
- Assist in the implementation of established goals and treatment in the daily programming of the Center; as determined in the participant's individual plan.
- Follow the policies and procedures for the care of Zach's Place participants, as established by the Center and the State Department of Human Services. This includes safety plans, reporting emergencies, life skills programming and emergency procedures.
- Maintain necessary paperwork, including medication logs, incident reports, and check-in guide.
- Attend staff meetings and complete all required training, including medication training.
- Maintain training requirements of 15 annual ongoing hours to include behavior management and techniques.
- Will work as a team member and assist other staff in the completion of tasks to maintain the Center's standards for safety and cleanliness.
- Provide for the transportation needs of the children using company van or own vehicle
- Must be willing to attend and implement community participation activities.
- Must be willing to assist with administrative duties, recreation activities, and other areas to better serve those participating in the program.
- Other related duties as required.

Measures of Success:

- Ability to work independently and as a team member.
- Ability to effectively document and review information.
- Ability to respond professionally with internal and external entities.
- Ability to solve problems and deal with a variety of issues.
- Ability to communicate effectively.

Minimum Qualifications:

- Minimum: High School education or equivalency
- Prefer current CNA, or CNA experience, Assistant Living or Para-Professional experience with disabilities.
- Prefer a Bachelor's degree in a human service/ ECE or related field.
- Experience working with children preferred.
- Prefer a minimum of one year's experience providing care to children.
- Must be able to lift and transfer, up to 50 lbs and be able to stand for the majority of the shift.
- Must be willing to work a minimum of 2 weekend shifts every month.
- CPR, First Aid, & Universal Precautions within 30 days of hire, annual TB test.
- Current Physical within last 2 years per State of CO rules & regulations.
- Valid driver's license, current vehicle insurance, and an acceptable driving record per SKSF standards.