



Part-Time/Full-Time Direct Support Staff

Residential and Respite Services

Children's Home Society of Missouri is seeking to hire part-time or full-time Direct Support Staff to help us fulfill our mission of *Improving the quality of life for children in need* by assisting in delivering personal care services in a warm, safe and comfortable environment to children served by CHS, under the direction of the Program Manager – Residential and Respite, and the Director of Programs. Also assists the Individual Program/Service Coordinator, Charge Nurse and Lead Direct Support Staff in the implementation of individual support plans and outcomes contained therein.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Personal/Health Care

1. As assigned and scheduled, performs personal care procedures for assigned residents in accordance with the Support Plans as well as facility policies and procedures. This includes bathing, diapering, dressing, undressing, feeding and hygiene of residents; turning or re-positioning bedfast patients to prevent bedsores.
2. Records vitals, observations, visitors and any other information requested by the Charge Nurse on each shift. Immediately reports resident health care problems to the Charge Nurse. This can include: taking and recording temperature, blood pressure, pulse and respiration rates, observational differences, and food and fluid intake and output, as directed.

Habilitation/Support Planning

1. As assigned, participates in annual Support Plan meetings to assist with the identification of resident strengths and support needs and development of outcomes and action plans to meet identified support needs.
2. Assists in the implementation of Support Plans including carrying out specific outcomes of children assigned to their care and documentation of the same in the Support Plan Books and Computer Software, as directed to by either a Lead Direct Support Staff or the Individual Program/Service Coordinator.

3. Carries out planned activities such as positioning, range of motion, play, socialization, outings, etc. as directed to by the Lead Direct Support Staff, Individual Program/Service Coordinator or Charge Nurse.

Home/Facility Management

1. Cooks and prepares food for meals for residents on each shift; may include feeding residents requiring help.
2. Assists with laundry including washing, drying, folding and putting away, on each shift.
3. Cleans medical supply equipment as necessary and directed by the Charge Nurse.
4. Performs general housekeeping duties to ensure cleanliness of all work and living areas including dusting and cleaning patient's rooms.
5. Prepares assigned residents for school and assists them upon their return from school.
6. Cleans and maintains residents' equipment and personal belongings.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. As designated by the Charge Nurse, "floats" to work an area that is understaffed.
2. As designated by the Charge Nurse, accompanies residents to clinics, hospitals, or other services in the community.
3. Accompanies residents into the community for shopping, field trips, etc. as directed by the Charge Nurse, Lead Direct Support Staff or Individual Program/Service Coordinator.
4. Exhibit conduct and provide service in keeping with the ethics of the profession and CHS
5. Other duties, as assigned, based on individual client or specific shift needs.

REQUIREMENTS:

1. High school diploma or GED.
2. Minimum 1 year of experience working with people with disabilities and/or 2 years' experience working with children or in the field of pediatrics.
3. Minimum age requirement is 21 years old.

TRAINING, CERTIFICATES, LICENSES, REGISTRATIONS:

1. Attend all scheduled staff meetings.
2. Complete annual CPR and First Aid Training, Training in Abuse/Neglect Identification, Reporting and Prevention and other trainings as identified by the agency as mandatory.
3. Participate in 40 hours of orientation and/or staff development training on an annual basis.

TOOLS OR EQUIPMENT TO BE USED:

1. Operate a telephone, calculator, photocopier, and fax machine.

COMPETENCIES:

1. Dependability (includes good attendance)
2. Cooperation and teamwork
3. Communication skills
4. Initiative/problem-solving skills
5. Flexibility
6. Judgment/problem-solving skills
7. Client/customer service

8. Adaptability
9. Quality
10. Interacting with supervisor
11. Professionalism

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

Qualified individuals with disabilities may make a request for reasonable accommodation to the Director of Business and Finance. Upon receipt of an accommodation request, the Director of Business and Finance will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the company might make to help overcome those limitations. The Director of Business and Finance, in conjunction with the medical review officer and, if necessary, appropriate management representatives identified as having a need to know, will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the facilities overall financial resources and organization, and the accommodation's impact on the operation of the facility, including its impact on the ability of other employees to perform their duties and on the facilities ability to conduct business. The Director of Business and Finance will inform the employee of the agency's decision on the accommodation request or how to make the accommodation.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate to loud.

BEHAVIOR: All staff members participate in activities that promote a culture in the agency that values service quality and engages in ongoing efforts by the full organization, its partners and contractors to achieve strong performance, program goals and positive results for the service

recipients. All staff members adhere to the confidentiality policies and procedures of Children's Home Society of Missouri.

Location(s): Individuals served are located in Brentwood and St. Charles, Missouri. The administrative office is in Creve Coeur, Missouri.

Please send resume, cover letter with salary requirements to hr@chsmo.org.

OR fax to 314-968-4239

OR mail to:
Human Resources
Children's Home Society of Missouri
1167 Corporate Lake Drive
St. Louis, MO 63132

We encourage you to visit our website at www.chsmo.org to learn more about Children's Home Society of Missouri.