

Caregiver/Direct Support Professional

Mission Statement for Rainbow Acres

Rainbow Acres, a Christian Community with heart, empowers persons with developmental disabilities to live to their fullest potential with dignity and purpose.

Job Title: Caregiver

Department: Operations

Reports to: Director of Campus Life

Date: September 2023

Summary: Caregivers have primary responsibility for providing the highest quality of care to enhance the quality of life for the Residents/Ranchers of Rainbow Acres. In fulfilling this mission the successful Caregiver will: utilize all the programs, services and resources of Rainbow Acres with efficiency; participate with Health & Wellness, Learning Center and Vocational Directors/Coordinators in annual goal setting, and then reviewing and monitoring each Rancher's progress toward fulfilling those goals. The Caregiver participates in completing an annual evaluation of the Resident's/Rancher's achievements. This is a safety sensitive position.

Safety-Sensitive Position: Based on the essential functions as discussed below in the Professional Responsibilities, Physical Demands, and Work Environment section of this job description, Rainbow Acres considers a Caregiver to be a safety-sensitive position.

Minimum Professional Requirements

- The successful candidate is at least 18 years of age or older and has a High School Diploma or GED
- Has a minimum of 3 months of health-related experience
- Ability to meet all clearance requirements – level 1 fingerprint clearance card, background check, pre-employment physical, drug screen, reference check, TB test, etc.
- Proof of verification of completion from a Caregiver training program or ability to successfully complete a caregiver-training program approved by the Department or the Board of Examiners for Nursing Care Institution Administrators and Assisted Living Facility managers and successfully pass the corresponding State Exam.
- Evidence of strong Christian commitment is desirable. Evidence of strong ethical standards and moral character is essential along with a sensitivity to the needs of the Residents/Ranchers. This is a safety sensitive position.

Professional Responsibilities

1. Uphold the personnel policies and Corporate Compliance Plan, the mission and vision of Rainbow Acres to facilitate a quality Christian community on Rainbow Acres for the benefit of the Residents/Ranchers.
2. Empower Residents/Ranchers in achieving their highest potential by:
 - a. Assisting the Residents/Ranchers with activities of daily living (ADLs)
 - b. Monitoring and maintaining a daily ADL log for each Resident/Rancher
 - c. Serving as a role model “by living by the Golden Rule”
 - d. Encouraging the Residents/Ranchers to draw on spiritual resources to overcome barriers that confront them
 - e. Encouraging daily participation in physical exercise and social activities
 - f. Encouraging and assisting Residents/Ranchers in the achievement of goals by active participation in the Learning Center, the Vocational Center, and social relationships
 - g. Assisting the Residents/Ranchers in maintaining good communication with family members, parents, guardians, and friends beyond the Ranch as needed
3. Creating a home environment where the Residents/Ranchers honor and respect each other; respect the guidance and direction of caregivers, staff, and others in position of authority; adhere to the rules of good conduct; take personal responsibility for their actions; and are actively engaged in maintaining a safe and clean home environment. On a weekly basis, complete or assist Residents/Ranchers with the changing of all bed linens, vacuuming carpets, mopping floors, cleaning refrigerator, doing laundry, shopping for Resident/Rancher household needs.
4. Resident/Rancher care and guidance:
 - a. Protect Resident/Rancher Rights
 - b. Review basic emergency responses: medical and fire, including exit routes from the house and when and how to dial “911”
 - c. Ensure Residents/Ranchers are provided with a nutritious breakfast, are at lunch, and dinner is served as instructed by the commercial kitchen
 - d. Dispense medications as prescribed, maintain accurate records, be attentive to potential side effects and appropriately report
 - e. Report any and all accidents, changes in eating habits, emotional changes, as well as physical changes
 - f. Address and report any inappropriate behaviors by coaching, providing guidance and counseling. Write Incident Reports when appropriate.
 - g. Transport Resident/Ranchers to medical and dental appointments

- h. Monitor recreational activities, especially television and movies, for appropriate content. Rainbow Acres does not permit *pornography, X-rated videos, recreational drugs or other illegal activities on the Ranch or in Ranch activities. Rainbow Acres does not approve of sexual activities among Ranchers or with staff. Activities that are seen as inappropriate must be reported to the Director of Camus Life*

5. **Miscellaneous/other duties:**

- a. Report any damages to property, including vans, to the Maintenance department
- b. Attend all mandatory staff meetings
- c. Attend In-Service or educational training sessions
- d. Other duties as assigned.

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. While performing the duties of this job, the employee is frequently required to: stand; walk; have great dexterity of hands and arms; push; pull; balance; stoop; kneel; crouch; crawl; talk; and hear. The employee is occasionally required to sit. The employee must be able to properly and safely lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The working environment is generally in an indoor setting, but work duties may require the employee to be exposed to heat/cold when fulfilling some of the associated job duties. The noise level in the work environment is usually quiet to moderate.