

## ***DOUGLAS RESIDENT TRAINING FACILITIES***

931 NW Highland  
Roseburg, OR 97470  
541 679-6237

### **PRE-EMPLOYMENT**

Before filling out an application, review the job description to make sure you are physically able to perform the requirements of the position for which you are applying.

### **DRUG POLICY**

We are a drug-free workplace. You will have to submit to a drug test before you begin work!

### **DRIVING REQUIREMENT**

Current Oregon driver's license with less than 3 moving violations and/or 2 accidents in the last 3 years!

### **AGE/EDUCATION REQUIREMENTS**

You must be at least 21 years of age with a high school diploma or equivalency.

**DEPARTMENT OF HUMAN SERVICES**  
**Aging & People with Disabilities and Developmental Disabilities**  
**ORS 443.004/OAR 407-007-0275 Crimes**

Public funds may not be used to support, in whole or in part, the employment in any capacity of an individual having contact with a recipient of home health or in-home care agency services, or support services (DD services; homecare workers, etc.); or contact with a resident of a residential care facility, assisted living facility, or an adult foster home, who has any of the following convictions. **ORS 443.004/OAR 407-007-0275 impacts anyone with this type of employment hired on or after 7/28/2009, or changing positions on or after 7/28/2009.**

If the individual has been convicted of any of the crimes listed below (or **attempt, conspiracy, or solicitation** for any of the crimes), THE INDIVIDUAL IS NOT ELIGIBLE FOR THE POSITION and there are no hearing rights with BCU.

- **FIVE YEAR CRIMES:** Regarding care for vulnerable individuals 65 years or older. If the individual is exclusively caring for individuals who are 65 years or older, the crimes in the list below *in underlined italics* make the individual ineligible for five years from the date of conviction. Thereafter, the conviction would be considered a permanent review crime subject to a weighing test. [If the client is under 65, the crime is PERMANENTLY INELIGIBLE for SIs subject to ORS 443.004/OAR407-007-0275.]
- **TEN YEAR CRIMES:** Certain Drug Crimes. If the individual has a conviction for a crime involving the delivery/selling of drugs or manufacture/making drugs (or attempt, conspiracy, or solicitation for these types of crimes) in the past 10 years.
- **PERMANENT CRIMES:** The following crimes involve violence, harm to vulnerable individuals, serious theft, and sex crimes (defined in ORS 163A.005). A conviction of one of these crimes would make an individual permanently ineligible (unless as noted above in Five Year Crimes).

ORS 163.095, Aggravated murder  
ORS 163.115, Murder  
ORS 163.118, Manslaughter I  
ORS 163.125, Manslaughter II  
ORS 163.145, Criminally negligent homicide  
ORS 163.149, Aggravated vehicular homicide  
ORS 163.165, Assault III  
ORS 163.175, Assault II  
ORS 163.185, Assault I  
ORS 163.187, Strangulation  
ORS 163.200, Criminal mistreatment II  
ORS 163.205, Criminal mistreatment I  
ORS 163.225, Kidnapping II  
ORS 163.235, Kidnapping I  
ORS 163.263, Subjecting person to invol. servitude II  
ORS 163.264, Subjecting person to invol. servitude I  
ORS 163.266, Trafficking in persons  
ORS 163.275, Coercion  
ORS 163.465, Public indecency (however, remains permanent if person has a prior conviction of a sex crime listed in ORS 163A.005)  
ORS 163.467, Private indecency (however, remains permanent if person has a prior conviction of a sex crime listed in ORS 163A.005)  
ORS 163.535, Abandonment of a child  
ORS 163.537, Buying or selling a person under 18 yrs.  
ORS 163.547, Child neglect I  
ORS 163.689, Possession of materials depicting sexually explicit conduct of a child II  
ORS 163.700, Invasion of personal privacy II  
ORS 163.701, Invasion of personal privacy I  
ORS 164.055, Theft I  
ORS 164.057, Aggravated theft I  
ORS 164.098, Organized retail theft  
ORS 164.125, Theft of services, if convicted as felony  
ORS 164.125, Theft of services  
ORS 164.215, Burglary II  
ORS 164.225, Burglary I  
ORS 164.325, Arson I  
ORS 164.377, Computer crime, if convicted of felony  
ORS 164.377, Computer crime  
ORS 164.405, Robbery II

ORS 164.415, Robbery I  
ORS 165.013, Forgery I  
ORS 165.022, Criminal possession of a forged instrument I  
ORS 165.032, Criminal possession of a forgery device  
ORS 165.800, Identity theft  
ORS 165.803, Aggravated identity theft  
ORS 167.012, Promoting prostitution  
ORS 167.017, Compelling prostitution  
ORS 167.057, Luring a minor  
ORS 167.320, Animal abuse I  
ORS 167.322, Aggravated animal abuse I

**Sex Crimes (\*see details in ORS 163A.005):**

ORS 163.355, Rape III  
ORS 163.365, Rape II  
ORS 163.375, Rape I  
ORS 163.385, Sodomy III  
ORS 163.395, Sodomy II  
ORS 163.405, Sodomy I  
ORS 163.408, Unlawful sexual penetration II  
ORS 163.411, Unlawful sexual penetration I  
ORS 163.413, Purchasing sex with a minor\*  
ORS 163.415, Sexual abuse III  
ORS 163.425, Sexual abuse II  
ORS 163.427, Sexual abuse I  
ORS 163.432, Online sexual corruption of a child II\*  
ORS 163.433, Online sexual corruption of a child I\*  
ORS 163.435, Contributing to sex. delinquency of minor  
ORS 163.445, Sexual misconduct\*  
ORS 163.525, Incest with a child victim  
ORS 163.670, Using a child in sexual display  
ORS 163.680, Paying for viewing child's sexual conduct  
ORS 163.684, Encouraging child sexual abuse I  
ORS 163.686, Encouraging child sexual abuse II  
ORS 163.687, Encouraging child sexual abuse III  
ORS 163.688, Poss. child sexually explicit materials I  
ORS 167.333, Sexual assault of animal  
Also: Transporting child pornography into state

# ***DOUGLAS RESIDENT TRAINING FACILITIES***

## **JOB DESCRIPTION SUPPORT STAFF (DIRECT CARE)**

### **DESCRIPTION**

The Support Staff (Direct Care) position is the key daily service connection between DRTF and the residents (individuals with intellectual, physical, and/or mental disabilities). The person in this position provides day-to-day care and assistance to residents. The position involves extended work shifts that require overnight, weekends and holidays in and out of the group home. The employee in this position works with increasing independence and with considerable responsibility. There may be times when the employee may work alone in the home. Support and assistance is provided in a manner that promotes and facilitates a quality lifestyle in both the home and in the community.

Employees entering this level of employment must successfully complete a three-month trial service period. At the conclusion of three months the employee must be determined competent (using the QS&P checklist). Training is provided.

### **QUALIFICATIONS**

The employee must meet the following minimum requirements for hire into the Entry-Level Support Staff (Direct Care) position:

- Must be 21 years of age upon employment,
- Have a high school degree or GED, (waived at the discretion of E.D.)
- First Aid and CPR certification within 60 days of employment,
- Have a valid driver's license, (waived at the discretion of E.D.)
- Pass a State DHS criminal background check,
- Pass a pre-employment drug screening,
- Personal or message phone number where employee may be reached, and
- Ability and willingness to perform all duties and responsibilities in the job description.

### **SCHEDULE**

Schedules vary in time (hours) and length (duration). Support staff usually start as substitutes and are given the opportunity to train/work in various group homes. When a dedicated position becomes available it is posted. Any employee interested in the position may put in a letter of interest to the administration. In certain cases an employee may be assigned to a position. This process is competitive and open to all employees.

## **DIRECT CARE JOB DESCRIPTION**

### **SALARY**

Support Staff are paid an hourly wage. The State of Oregon periodically provides a yearly Cost of Living Adjustment (COLA) which is passed on to all staff.

### **DUTIES AND RESPONSIBILITIES**

Duties and responsibilities include but are not limited to the following:

- Ensure resident health and safety at all times.
- Provide support services and assistance to residents including, but not limited to: aid in general grooming and dress, bathing and personal hygiene, meal planning and preparation, recognition of medical and dental needs, use of medications, use of transportation and community mobility skills, use of community resources, maintenance of personal property and space, and conduct and documentation of fire drills.
- Participate in the implementation of Individual Support Plans.
- Administer medications and treatments per prescriber's orders with proper documentation.
- Document individual activity participation, program data, and other necessary documentation in adherence to local, state and federal regulations.
- Write medical, behavioral and unusual incident reports according to agency standards.
- Participate in no less than twelve (12) hours of training annually, which includes the completion of the State Core Competency training modules and DRTF's QS&P checklist.
- Support and perform housekeeping and external maintenance as required to help the residents maintain safe and homelike environment.
- Transport residents using agency vehicles, personal vehicles and public transportation where it exists.
- Maintain confidentiality of all individuals and agency related business and/or information.

## **DIRECT CARE JOB DESCRIPTION**

### **DUTIES AND RESPONSIBILITIES**

- Provide care in accordance with agency policies and procedures, agency mission and program objectives with special attention to opportunities for resident personal choice.
- Attend staff meetings. These meetings are mandatory, paid meetings to discuss resident programs and the overall work of the group home.
- Provide appropriate role modeling for individuals in the areas of: personal care skills, social and practical living skills while in the home and in the community by fostering a positive and cooperative attitude.
- Be able to work professionally and cooperatively with all DRTF team members.
- Assist in the development and implementation of behavioral support plans.
- Respond professionally and competently to the unique behavioral challenges of residents.
- Attend training to further develop and support skills in working with individuals with intellectual/mental disabilities.
- Perform other duties as requested by the Program Director or Lead Program Director
- Maintain a good work ethic.

### **SUPERVISION RECEIVED**

The Entry Level Support Staff (Direct Care) receives supervision by the Program Director. However, this position requires individual initiative in carrying out day-to-day responsibilities to meet the flow of activity and need.

### **WORK PLAN/PERFORMANCE APPRAISAL:**

A job description is, by design, somewhat general in scope and is not intended to describe every detail of work responsibility. Each employee, including the Support Staff (Direct Care), shall have a work plan developed that outlines specific work performance areas based on more general goals and objectives. The work plan is evaluated at least annually and may be reviewed and evaluated more frequently if needed. The work plan serves as the basis for a performance appraisal tool designed to objectively evaluate employee performance of agreed upon work responsibilities.