



Direct Care Specialist

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Job Posting Title

Direct Care Specialist

Agency

805 DEPARTMENT OF REHABILITATION SERVICES

Supervisory Organization

Job Posting End Date (Continuous if Blank)

Note: Applications will be accepted until 11:59 PM on the day prior to the posting end date above.

Estimated Appointment End Date (Continuous if Blank)

Full/Part-Time

Full time



Job Type

Regular

Compensation

Monthly Salary Range: Monthly Annual

\$2,192.67 \$26,312.04

Job Description

Basic Purpose

Positions in this job family are involved in providing direct care and supervision to clients with developmental or other disabilities. This includes basic health care and assistance with health care needs, assisting clients with life skills, including living, vocational, recreational, and educational skills, reviewing treatment plans for appropriateness, and supervising implementation of care and treatment plans. Other positions are assigned responsibilities involving paraprofessional guidance and instructional work in an institution, shelter, group home, or school.

Typical Functions

- Performs routine duties in the care, custody, education, and treatment of developmentally disabled clients, youth or children residing in an institution, shelter, group home, or school.
- Responds to emergencies affecting individuals, including administering CPR and using approved intervention techniques.
- Provides paraprofessional guidance and counseling to clients to help find solutions to their personal problems, including problems of separation and adjustment to group living, and to develop personal values and goals; directs their daily activities, maintains order, and provides support.
- Serves on a treatment team to review resident's progress, treatment, and educational plans; reports on activities, programs, and attendance
- Provides active treatment programming to clients in life skills; controls movement of residents to and from living quarters for activities and off-campus appointments.
- Ensures cleanliness of facilities through inspections, reports and adherence to safety standards.
- Lifts individuals to and from wheelchairs, floor mats, baths or beds; off may perform nonprofessional nursing aide duties; serves as a certified medication aide.
- Supervises residents to and from facility for activities and off-campus appointments, in instructional settings, and during non-instructional activities such as recess, meal periods, assemblies, etc.
- Assists teaching staff in classroom with instruction and activities for individuals or for groups as assigned.
- Performs various clerical duties as needed, types and makes copies, orders supplies, etc.; sorts and files records; assists with maintenance of records and reports of attendance, activities and grades; maintains and operates audiovisual equipment.

Level Descriptor

Level I -This is the basic level of this job family where employees are responsible for performing routine entry level work in a training status to build their skills in providing resident supervision and direct care and in managing, observing, and recording behavior of clients/residents. In this role, they will attend orientation



and training to learn policy, practices, and procedures, provide assistance in basic self-care and socialization, and use approved intervention techniques, observation, recording and reporting of appropriate information to facilitate this process.

Level II - This is the career level of the job family where employees are assigned duties and responsibilities at the full-performance level and perform a wide range of tasks involving direct care, treatment, and supervision of residents/clients. This includes implementing group and individual treatment plans and developing constructive relationships with residents/clients, coworkers, and other treatment team members, participation in interdisciplinary team evaluation, and completion of written documentation on client progress and activities. Some positions may provide assistance to teachers in a classroom setting, including responsibility for students in the temporary absence of the teacher.

Education and Experience

Level I - High school diploma or equivalent.

Level II - High school diploma or equivalent and one year of experience working with children or adults in a treatment facility for disabled individuals or working with children or adults in a residential or school setting.

Knowledge, Skills, Abilities and Competencies

Level I - Knowledge, Skills and Abilities required at this level include knowledge of basic human physical and psychological needs; of simple health and safety precautions and basic first aid methods; of the format used to prepare daily progress and behavior reports; and of crisis intervention techniques. Ability is required to communicate effectively, both orally and in writing; to interact with children or clients with developmental disabilities; to read and comprehend training manuals; to follow written and oral instructions; to carry out the physical requirements to assist in lifting individuals, as necessary; and to exercise mature judgment in appraising a situation and adopting an effective course of action.

Level II - Knowledge, Skills and Abilities required at this level include knowledge of basic human physical and psychological needs; of simple health and safety precautions and basic first aid methods; of the format used to prepare daily progress and behavior reports; of crisis intervention techniques; of behavior and adjustment problems associated with children or clients with multiple developmental disabilities; of developing individuals self-help skills; of health and safety precautions; and of the statutes and agency policy concerning care of residents/clients. Ability is required to communicate effectively, both orally and in writing; to interact with children or clients with developmental disabilities; to read and comprehend training manuals; to follow written and oral instructions; to carry out the physical requirements to assist in lifting individuals, as necessary; to exercise good judgment in the evaluation of situations and in making decisions; and to establish and maintain good working relationships with others.

Special Requirements

If certification is not held at time of employment, it must be achieved within 12 months of accepting the position. The Oklahoma State Department of Health has determined that some positions in this job family are safety sensitive as defined by 63 O.S. § 427.8.

Some positions may require that applicants be physically able to lift up to 50 pounds. Applicants must be willing and able to work overtime and work on shifts. Some positions may require that applicants be willing and able to perform job-related travel. Some Oklahoma Department of Human Services and Department of Rehabilitation Services positions may require applicants possess a valid driver's license and be willing



to transport clients. Some position may require experience with children or adults in a treatment facility for disabled individuals. Positions in the Department of Rehabilitation Services require completion of paraprofessional training/certification for levels II and above. Some Department of Rehabilitation Services positions require proficiency in American Sign Language.

Some agencies may have determined positions in this job family to be safety sensitive as defined by 63 O.S. § 427.8.

Additional Job Description

Position is located at the Oklahoma School for the Blind in Muskogee.

Position may be filled at Level I or Level II.

Position assists teachers and students in daily classroom setting with activities, distributing learning material to students. Provides assistance to students in basic living skills, with daily work assignments. Provides direct care to students who are blind/visually impaired. Assist students in areas of daily hygiene, educational plans, etc. Provide transportation daily/weekly to and from home and school, and on recreational events. Maintain a clean work area, dorm setting, etc.

Assigned shift: Sunday – Wednesday, 12:00 pm to 10:00 pm.

Applicant must be willing to perform all job-related travel.

Trial period (if applicable) is required.

Preferred Qualifications: Paraprofessional Certification (must be obtained within one year of accepting position) and valid Oklahoma Driver's License

Benefit Highlights: The Department of Rehabilitation Services provides a comprehensive benefits package designed to support our employees and their dependents.

Benefits Include:

- Generous state paid benefit allowance to help cover insurance premiums
- A wide choice of health insurance plans with no pre-existing condition exclusions or limitations
- Flexible spending accounts for health care expenses or dependent care
- Employee assistance programs and health and fitness programs
- 11 paid holidays
- 15 days of vacation and 15 days of sick leave for the first year
- Retirement Savings Plan with a generous match
- Longevity Bonus for years of service

Method of Application: ALL SOURCES - Applicants without previous state service, with previous state service but not currently employed by a state agency, OR currently in trial period status, must apply through the Workday on-line External Listings applicant system ([State of Oklahoma Careers \(myworkdayjobs.com\)](https://myworkdayjobs.com)).

Current State of Oklahoma employees with permanent status in state service, must apply through the Workday on-line Internal Listings applicant system ([Find Jobs - Internal State of Oklahoma - Workday \(myworkday.com\)](https://myworkday.com)).

For questions regarding specific duties or details of this job, please contact Human Resources at HR@okdrs.gov.



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For inquiries on the application process or general application inquiries, please contact Applicant Services at (405) 521-2177.

Equal Opportunity Employment

The State of Oklahoma is an equal opportunity employer and does not discriminate on the basis of genetic information, race, religion, color, sex, age, national origin, or disability.

Job Details

Job Requisition ID	JR4739
Location	Muskogee County
Posting Date	09/29/2022 - 5 months ago
Job Family	Z12-Direct Care Specialist
Time Type	Full time
Job Type	Regular

Related Links

https://okgov.wd1.myworkdayjobs.com/okgovjobs/job/Muskogee-County/Direct-Care-Specialist_JR4739
We're Hiring for Direct Care Specialist!