

# Divine Integrity Group Home LLC

1211 N Main · Liberty, TX 77575 · 713.670.7970 · kesha@divineintegrity1.com

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**JOB TITLE:** Direct Caregiver

**SUPERVISOR:** Administrator / Executive Director / Operation Manager

At Divine Integrity Group Home LLC, our mission is to provide a long-term family-like setting that is a stable and safe environment where residents can grow mentally, socially, spiritually, and physically. We commit to work hard and strive for the best possible outcome based on each child's strengths and capabilities. We pride ourselves on being persistent, attentive, caring, reliable, and safe. Simply put, "we will not quit." Children are the future, and we will see that our residents reach for the stars and realize their full potential.

## GENERAL JOB DESCRIPTION

The Residential Direct Caregiver is responsible for the overall care, safety, well-being of each child assigned to her. As well as make sure they follow and meet all of HHSC licensing guidelines and standards, as well as DFPS and CPS compliance.

## MAJOR DUTIES AND RESPONSIBILITIES

- Supervisor and provide child care service to each client assigned to you. To provide their level of supervision necessary to ensure each child's safety and well-being, including auditory or visual awareness of each child's ongoing activity.
- Be able to read, write, and communicate with co-workers, medical personnel, and other persons necessary to care for the child's needs.
- The caregiver must be able to intervene when necessary, to ensure each: child's safety.
- The caregiver must be aware of the children's habits, interests, and special needs, including any special supervision needs.
- Follow each child's plan of care authorized by CPS or DFPS.
- Cultivate appropriate developmental independence in children through planned but flexible program activities.
- Be able to reinforce children's efforts and accomplishments positively.
- Ensure continuity of care for children by sharing with incoming caregivers' information about each child's activities and behavior during the previous shift and any verbal. or written information or instructions given by the parent or other professionals
- Suppose a child is participating in an unsupervised activity. In that case, the caregiver must know where the child will be, give the child a specific time to return to the facility, provide, arrange or confirm an appropriate method of transportation to and from the activity and be available to respond if the child contacts the caregiver and needs immediate assistance.
- Perform household tasks for children, such as meal prep, laundry, and cleaning.
- Be able to appropriately complete reports for incidents and any other forms that need to be completed and given to Administrator to document in Child's Record.
- Other duties as assigned.

## MINOR DUTIES AND RESPONSIBILITIES

- Caregiver must consider a child's age, differences and abilities, the indoor and outdoor layout of the operation, surrounding circumstances, hazards, and risks, and the child's physical, mental, emotional, and social needs when determining how closely to supervise a child.

- Ensure that each child has eaten dinner, taken baths, picked out school clothes, done the homework, and is in bed by designated bedtime.
- The ability to provide a safe and nurturing experience.
- Must be able to resolve minor conflicts.

## COMMUNICATION SKILLS

- Excellent written and verbal communication skills.
- Writing creative or factual.

## QUALIFICATIONS FOR THE JOB

**Education:** High School Graduate or GED

### ***Experience:***

Must have 1 year's work experience with children over the age of ten (10) years old.

### ***Other:***

- 21 years of age
- Valid driver's license (TX upon hire)
- Must complete the required pre-employment Background and Drug Screenings and negative tuberculosis (TB) skin test.
- Good communication & leadership skills
- Strong work ethic.
- Good interpersonal skills.
- Meticulous attention to detail.
- Proactive nature.
- Team Player
- Handles pressure
- Giving feedback

## KEY COMPETENCIES

Ability to multi-task

## PHYSICAL REQUIREMENTS

Be able to lift a minimum of 40lbs

Signature Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date Last Reviewed: \_\_\_\_\_

Last Reviewed By: \_\_\_\_\_