

UCP of North Texas Job Description

Job Title: Adult Inclusion Changer
Pay Group: Non-Exempt/Part-Time
Reports To: Director of Impact Adult Program

SUMMARY

You will be evaluated on your Professional Behaviors during each evaluation period. The Adult Inclusion Changer is supervised by the Director of the IMPACT Adult Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (Other duties may be assigned):

1. Provides assistance with grooming (change of clothing) and toileting clients.
2. Must maintain the cleanliness of the changing table and the immediate vicinity of the client bathrooms and changing rooms and assist in keeping the area as sterile as possible.
3. Assists Adult Inclusion Assistants with lifting and repositioning.
4. Demonstrates knowledge and use of all learned information during the training videos during orientation (Confidentiality, Abuse and Neglect, Universal Precautions, Safety and Accident Prevention, and Infection Control).
5. Demonstrates safe transfer and ambulation techniques for each consumer.
6. Immediately reports changes in consumers' body functioning, skin breakdown or rashes to the agency nurse. Recognizes emergency situations and the appropriate action to take. Reports any concerns immediately to the Director of IMPACT.
7. Arrives on time. If unable to make scheduled shift, Director of IMPACT should be notified at least three hours prior to start of shift.
8. Attend a minimum of twelve hours of in-service training relative to this program per year.
9. Participates in scheduled department and All Staff meetings. Participates in outside agency training as directed by the Director of IMPACT.
10. Keeps track of toileting supplies and notifies and informs the Director, Assistant Director, or Lead person when ordering more supplies is necessary.

SUPERVISORY RESPONSIBILITIES N/A

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or GED required. One-year experience in providing care to persons with disabilities. Applicant must not possess a criminal record.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to complete progress notes on a daily basis. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization as needed. Bilingual a plus.

MATHEMATICAL SKILLS

Ability to perform basic math skills as they relate to the job.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current TX driver’s license, dependable transportation and proof of TB test required.

SPECIAL SKILLS & PHYSICAL/ENVIRONMENTAL REQUIRMENTS

Must be able to cope with mental and emotional stress related to working with persons who are ill, disabled, elderly and/or emotionally upset.

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.

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. The noise level in the work environment is usually moderate.

- 1. In an eight (8) hour work day:
 - a. sit 0 1 2 3 **(4)** 5 6 7 8 hours
 - b. stand 0 1 **(2)** 3 4 5 6 7 8 hours
 - c. walk 0 1 **(2)** 3 4 5 6 7 8 hours

2. Job requires:

	0% None	1-33% Occasionally	34-66% Frequently	67-100% Continuously
a. squatting/stooping			X	
b. bending			X	
c. kneeling/crouching		X		
d. reaching/grasping				X

e. twisting/turning				X
f. crawling	X			
g. climbing	X			
h. repetitive motion		X		
i. exposure to change of temperature or humidity			X	
j. exposure to dust, fumes or gases		X		
k. being near moving equipment		X		
l. exposure to blood and body fluids			X	

3. Job requires employee to lift/carry:

	0% None	1-33% Occasionally	34-66% Frequently	67-100% Continuously
a. 0-10 lbs			X	
b. 11-24 lbs			X	
c. 25-34 lbs			X	
d. 35-50 lbs			X	

4. Job requires employee to push/pull:

	0% None	1-33% Occasionally	34-66% Frequently	67-100% Continuously
a. 0-10 lbs			X	
b. 11-24 lbs			X	
c. 25-34 lbs			X	
d. 35-50 lbs			X	

I have reviewed this job description and understand it.

Employee _____ Date _____

HR Director _____ Date _____