

DIOCESE OF ALLENTOWN

St. Joseph Center for Special Learning, Schuylkill Haven

### **Position Description**

**Job Title:** Direct Service Worker

**Job Status:** Full-time

**Reporting Functions:** Reports to Adult Program Executive Director, Becky Stone-Schock

### **Job Function:**

The Direct Service Worker provides hands-on support and supervision to adults with intellectual and developmental disabilities in a licensed day program. This position focuses on assisting individuals in developing life skills, promoting independence, and fostering a safe and engaging environment.

### **Duties and Responsibilities:**

- Provide direct care and support to adults with intellectual and developmental disabilities.
- Assist individuals with daily living activities, including personal care and hygiene as needed.
- Implement individualized service plans and support goals for each participant.
- Facilitate recreational, social, and skill-building activities.
- Ensure a safe and structured environment that promotes dignity and independence.
- Assist with lifting and transferring participants as needed.
- Maintain accurate documentation and reports as required.
- Collaborate with team members to enhance program offerings and participant experiences.
- Uphold the mission and values of St. Joseph Center for Special Learning.

### **Additional Conditions of Employment:**

- Must be able to assist with lifting and physical support as needed.
- Maintain confidentiality and uphold professional standards in accordance with program policies.
- Attend required staff training sessions and meetings.

### **Educational Qualifications:**

- High school diploma or GED required.
- Experience in direct care, human services, or a related field preferred.

### **Other Qualifications:**

- Compassionate, patient, and dedicated to serving individuals with special needs.
- Strong communication and teamwork skills.
- Ability to follow program guidelines and safety protocols.

- Must pass all required background checks and training requirements before employment.

**Physical Demands:**

- Frequent standing, walking, bending, and lifting.
- Ability to assist with lifting/transferring individuals as needed.
- Must be able to physically engage in program activities.

**Supervisor:** Mrs. Becky Stone-Schock

**Email:** b.stone-schock@stjosephctr.com