



Total Care Services, Inc.

Helping Others Meet Life's Challenges

Job Vacancy Announcement Direct Support Professional (Trained Medication Employee)

Reports To: Director of DC Programs

Status: Non-Exempt

Work Schedule: The schedule varies; as agreed upon hiring

Compensation:

- Hourly Rate - \$18.15 (**without** TME Certification)
 - Hourly Rate - \$19.15 (with TME Certification)
 - Full Benefits for eligible employees: 401k, Health, Dental Vision, FSA, Group & Voluntary Life, STD, PTO, and more.
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JOB SUMMARY:

The Direct Support Professional (DSP)/ Trained Medication Employee (TME) provides person-centered care, support, and assistance to people of all ages with intellectual and developmental disabilities (IDD) in the District of Columbia.

GENERAL DUTIES AND RESPONSIBILITIES:

- Ensure the overall health, safety, and well-being of all persons served.
- Administer medications under the direction of an RN
- Assist persons served with medical appointments as needed.
- Attend mandatory monthly staff meetings.
- Complete documentation in Individual Program Planning Books (Food Intake charts, Sleep Logs, BSP's, Goals and Objectives, etc.) on a daily basis.
- Attend religious, social, and recreational activities with persons served.
- Safeguard and maintain records of persons served while in the home.
- Report all incidents and complete all incident reports in a timely fashion.
- Comply with Department on Disability Services (DDS) regulations and all Total Care Services, Inc. policies, including never leaving a person served alone unless prior alone time is authorized through DDS.

- Maintain all required certifications, complete 20 hours of training annually.
- Perform other duties as required and assigned.

MINIMUM REQUIREMENTS AND QUALIFICATIONS:

- High School Diploma or GED Certificate and be at least 21 years of age.
- Trained Medication Employee Certification preferred.
- Satisfactory completion of a background check including, but not limited to:
 - DOH Criminal Background checks
 - Acceptable Professional and Personal Reference check.
 - DC Police Clearance.
 - Negative results on a pre-employment drug test and random drug testing, as needed.
- Obtain certification in cardiopulmonary resuscitation (CPR) and renew the certification annually.
- Be able to communicate orally and in writing in English and with the person served.
- One year of direct human service experience or training to work with people with developmental disabilities.
- Must be a US citizen or provide proof of being lawfully authorized to work in the US.
- Must be free of communicable disease such as tuberculosis as confirmed by an annual PPD skin test/chest x-ray or documentation from a physician stating that the person is free from communicable disease.
- Ability to lift to 50 lbs., bend frequently, and stand or sit for extended periods of time
- Must be able to pass a criminal background check
- Must provide documentation of COVID-19 vaccination, pursuant to federal regulations

***Total Care Services, Inc.** is committed to equal employment opportunity and to compliance with federal, state, and local laws governing non-discrimination. Total Care Services, Inc. is proud to be an Equal Opportunity/Affirmative Action Employer, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.*

TO APPLY: Submit your **cover letter and resume** on Indeed at:
<https://www.indeed.com/cmp/Total-Care-Services,-Inc.-1/jobs>