**Consumer Directed Community Supports (CDCS)**

**Staff Job Description and Work Schedule**

Participant Name: PMI: Plan Dates:

* **Staff cannot perform duties related to FINDING a job***.* These duties should NOT be in the CDCS PLAN or STAFF JOB DESCRIPTION, as they are funded by VRS/SSB. See Ramsey County’s “CDCS Processes and Procedures” document under “E1MN”.
* **Unlicensed staff cannot perform nursing duties, med administration, or some GJ tube feedings.** See [CDCS and Home Care Frequently Asked Questions](https://mn.gov/dhs/people-we-serve/people-with-disabilities/services/home-community/programs-and-services/cdcs-nursing.jsp).
* **A work schedule is only needed for staff in the following situations: (Found on page 2)**
* There is a PPOM or spouse on the plan, working over 40 hours/week to show full staffing pattern.
* Multiple individuals in the HH using CDCS requires a family schedule.

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| **Job Duties**  *Duties staff will perform* | **Describe support needed**  *Describe how staff will meet the participant’s needs* |
| Eating |  |
| Dressing |  |
| Positioning |  |
| Toilet Use |  |
| Bathing |  |
| Transfers |  |
| Mobility |  |
| Personal Hygiene |  |
| Money Management |  |
| Telephone Use |  |
| Shopping |  |
| Community Access |  |
| Transportation |  |
| Household Management |  |
| Behavior Redirection |  |
| Supervision/Monitoring  *\*Beyond age-appropriate* |  |
| Communication |  |
| Social Skill Development |  |
| Safety Skill Development |  |
| Other: |  |

**CDCS Work Schedule**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Staff** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
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