



MERC I

Mentally & Educationally
Retarded Citizens, Inc

www.merci.org

Main Office
PO Box 676
525 N Chandler Ave.
Monterey Park, CA 91754
(P) 626 289 8617
(F) 626 289 8843

Ernie's Place
Residential Home
630 N Nicholson Ave.
Monterey Park, CA 91754
(P) 626 280 7205
(F) 626 572 8853

Mission Statement

It is the mission of MERC I to provide people with severe to profound developmental disabilities the right to an education in life skills, the opportunity to maximize their independence and to advocate for their choices.

MERC I carries out this mission by investing in highly trained staff to help the people we serve achieve growth in their day-to-day lives.

MERC I recognizes that some people may need support as members of society. MERC I is a partner with the consumer and their families and/or careproviders to help provide support, achieve growth and to advocate for their choices.



MERC I is a 501(c)(3) nonprofit organization as defined by the IRS. All donations are tax deductible.

FIN 95-2219917

MERC I is a private, nonprofit agency providing support to adults and children with developmental disabilities at our Adult Development Center and Activity Center. MERC I's programs include Day programs, include after school programs and a residential facility for adults. Benefits for qualified employees include paid holidays, sick leave and vacation. MERC I seeks employees who are motivated, creative and desire to advance in the field of human services.

Job description for: **Direct Support Professional I**
Department: Ernie's Place
Wage Category: Non-Exempt
Reports to: Residential Administrator
Hours Per Week: Varies, up to 40 hours

JOB STATEMENT

Provide support services for residents with disabilities.

JOB DUTIES

1. Will assist in ensuring consumer's safety, dignity, and well-being as well as providing consumers with any required help in fulfilling their personal and private needs.
2. Will foster positive relationships with MERC I Board of Directors, MERC I staff, consumers, as well as consumers' families and/or care-providers, outside persons and/or agencies such as representatives from regional centers, licensing, local governments and the community at large.
3. To assist in implementing accommodations for consumers requiring them.
4. To assist in the successful inclusion process, backing away when appropriate.
5. To complete all documentation required; to include incident reports, allocation records, consumer charting.
6. To attend weekly staff meetings, in-services and trainings.
7. To direct/ work with other MERC I Direct Support assistants and volunteers.
8. To develop positive relationships with consumers as well as persons/ agencies including parent/ care-providers and Client Program Coordinators (CPC's).

9. One year from

"open the door to understanding"

date of hire must satisfactorily complete the first 35-hour competency-based training course and pass the competency or challenge test. Two years from date of hire must satisfactorily complete the second 35-hour competency-based training course and pass the applicable tests.

10. To perform all other duties as assigned.

JOB SPECIFICATIONS

- 1. High school diploma or equivalent.
- 2. Within their first year, Direct Support Staff will be required to complete a 35-hour competency based training course and pass applicable tests. Two years from date of hire direct care staff must complete and pass tests for another 35 hours of training.
- 3. Have a minimum of six months of prior experience providing direct supervision and special services to the development disability population.
- 4. Ability to express ideas clearly in both written and oral English communication.
- 5. Bilingual preferred (especially Mandarin, Cantonese, Spanish) to include oral and written communication.
- 6. Current First Aid/ CPR certification.
- 7. Ability to perform some lifting up to 70 pounds per person.
- 9. Must pass a health screening, including a TB test clearance.
- 10. Must pass a Criminal Record clearance, to including fingerprinting.

Employee

Date _____

Residential Administrator

Date _____

Associate Director

Date _____

Executive Director

Date _____