



Center for Social Change

ALU Training Form

Name (Print): _____ **Date of Training:** _____

The following job duties and responsibilities were discussed during this training.

- Take responsibility for maintaining the home and supervise the individuals in the home. This includes but not limited to the following:
- Ensure that the home is in excellent condition. This includes but not limited to the vacuuming carpet, mopping, cleaning floors, kitchen and bathrooms, cleaning all appliances, etc. and reporting any issues or safety hazards immediately to your supervisor.
- Ensure that the food is cooked properly and the individuals are fed on time according to the menu.
- Ensure that the individual room(s) is clean and bed/closets are well organized and tidy at all times.
- That the individuals are clean, groomed, and dressed appropriately while at home and when going out.
- That the individuals are supervised at all times for their safety and report all the incidents to the supervisor and delegating nurses immediately.
- Conduct a three point check of individual's medication and avoid any medical error.
- Ensure a sound knowledge of all individual's Individual/Behavior plan.
- Ensure the safety measures are taken in home and while outside the home.
- Ensure that all paperwork and documentation are completed on daily basis.
- Ensure that agency vehicle is well maintained and cleaned. Report any issues or safety hazards to the supervisor immediately.
- Ensure that home has proper utensils.
- Ensure that individual has seasonal clothing and adequate personal hygiene items.
- Ensure that individual's medical appointment are attended when required and on time.
- Ensure that individual clothes, shoes, and personal items are well organized and are in good condition.

I understand that by signing this form, I acknowledge that I have trained on the aforementioned duties and responsibilities of a Direct Care Staff in the ALU home.

Signature

Date