

**ADDENDUM**

**Direct Care Professional Job Descriptions**

Job Title: **Full-time Float**

Program: Corporate Foster Care and In Home Services

Reports to: Case Manager

**Summary of Full-time Float Direct Care Professional Duties:**

In addition to all duties and responsibilities outlined in the standard Direct Care Professional job description, the Full-time Float Direct Care Professional will:

* Be available to work up to 36 hours per week across a variety of program sites.
* Work a combination of scheduled and unscheduled shifts, which may include day, evening, and overnight hours.

**Availability and Scheduling:**

* A portion of hours will be prescheduled; others will be assigned as needs arise.
* Float staff are expected to be available, responsive, and willing to accept additional shifts when contacted via phone, text, or email.
* The times float staff are available to work unscheduled hours will be planned with their supervisor.
* In recognition of this expectation, Float staff will receive a monthly cell phone stipend at the established agency rate.

**Communication and Conflict Management:**

* Provide Access with their current class schedule(s) and any additional employment schedules (if applicable). In addition, employees are required to provide Access with active and up-to-date contact information (phone and email). This information must be updated promptly as changes occur.
* Notify their supervisor at least two weeks in advance of any scheduling conflicts.

**Pay Structure:**

* Float staff will be paid for 36 hours per week, even if fewer hours are worked **unless** they decline offered shifts. In such cases, only the actual hours worked will be paid.
* Refusal to accept shifts may affect eligibility for the Float position.

**Performance and Status:**

* Failure to meet the expectations of the Float role may result in reassignment to a standard Direct Care Professional position, along with corresponding changes in compensation and responsibilities.

**Supervision and Communication:**

* Float staff will regularly check in with their supervisor (via phone or in person) to discuss upcoming needs and confirm availability.

*I acknowledge that I have read and understand the duties and expectations outlined in this Float Position Addendum to the Direct Care Professional job description.*

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**