

Direct Support Professional

Classification: Non-Exempt	Class: Regular Part-Time; Class I or II
Department: Supported Living	Supervisor: Supported Living Coordinator

Summary:

The Direct Support Professional will work closely with the Supported Living Coordinator to provide support to individuals with developmental disabilities as outlined in the Individual's ISP. The primary goal of the direct support professional is to assist the individual with increasing their independence and participation in the community.

Essential Functions:

- Carry out the responsibilities assigned to the agency and/or program in the Individualized Service Plan. These responsibilities may include but are not limited to housekeeping, washing floors, shopping, money management, recreational and social activities, hygiene, cooking, medical appointments, wheelchair transfers, etc.
- Provide transportation for individuals.
- Complete all required forms, reports, and documentation on every shift.
- Advocate for the individual's rights throughout the community.
- Attend assigned continuing education sessions prior to certifications expiring including but not limited to CPR, FA and Medication Administration.
- Communicate effectively with supervisor, family members, outside contacts and individuals supported at all times.
- Ensure health and safety of the individual and report all health and safety concerns to supervisor immediately.
- Ensure safeguards and track individual funds to prevent misappropriation.
- Provide guidance to the individuals supported regarding the balance between rights and responsibilities.

- Monitor all medications and supplies and follow guidelines for controlled medications per Medication Administration Certification requirements.
- Gain understanding of side effects from medications that the Individuals are taking.
- Complete and review for accuracy billing and time sheet documentation and submit as required.
- Follow department procedures for calling off and company attendance policy.
- Attend ISP meetings when requested by Program Director.
- Coordinate and report vehicle concerns/issues to supervisor and maintain cleanliness of vehicles.
- Respond to emails within 24 hours and voicemails should be returned promptly.
- Report all UI and MUIs and complete appropriate documentation as outlined in training received and company policy.
- Train new employees on Individual and Site Specific Training as assigned by supervisor.
- Schedule and attend doctor appointments for individuals as requested by supervisor.
- Responsible for the ongoing marketing of CDS including the SL program.
- Report any allegations of sexual harassment to your supervisor immediately.
- Report any injuries that occur during a shift to your supervisor immediately and complete required documentation for all incidents within 24 hours of the incident.
- Report all vehicle accidents to your supervisor immediately and complete required documentation for all accidents within 24 hours of the accident.
- Report all property damage to supervisor immediately.
- If your supervisor is unavailable, you are required to contact the Director of the department or COO.
- Perform other duties as assigned.

Driving Requirements:

- Must have valid driver's license and good driving record.

- Must be able to operate all agency vehicles.
- Must complete the Driver's Medication List form indicating all medications currently taken and date this list whenever it changes. Some drugs, prescriptions, and/or over-the-counter medications can affect a person's ability to drive.
- For any prescription medications which carry a warning label for drowsiness, or caution while driving or operating machinery, a doctor's authorization to operate a vehicle is required.

Supervisory Responsibilities:

None.

Education and/or Experience:

- Must have high school diploma or GED.
- Two (2) years in the field of Developmental Disabilities is preferred.
- Once obtained, CPR, First Aid and Bloodborne Pathogen certifications, Individual Rights, and UI/MUI trainings must be maintained.

Other Skills and Abilities:

- Must be courteous and professional in appearance and manner.
- Must be familiar with computers, word-processing software, fax machines, and copiers.
- Must be able to convey the scope of services available through the program and agency.
- Excellent verbal and written communication skills, with exceptional attention to detail is required.
- Must also have good time management skills with strong problem solving capabilities.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CEO Signature: _____ Date: _____