



JOB DESCRIPTION

Job Title: Direct Support Professionals

Reports To: Assistant Support Manager

Reports To: CEO/Director or Designated Supervisor

Job Summary: The Direct Care Specialist position provides direct supervision and training to individuals YII provide Support Services too. The supervision and training will vary in degree of intensity based on the needs of the individuals. The job responsibilities also include protecting and affirming the rights of individuals while assisting them to achieve greater independence by creating an environment responsive to their needs.

Specific Job Qualifications for this position:

- High School diploma or GED
- All staff must be at least 18 years or older
- CPR/First Aid Certification (*will train*)
- Client Rights/MUI Training (*will train*)
- Valid Driver's License
- 6 points or less on driving record
- Car Insurance
- Reliable working vehicle
- Some experience in working with adults with MR/DD and/or equivalent combination of experience or training is acceptable
- Clean background check

Major Tasks and Duties:

1. Must implement an individual's specific programs as outlined in the ISP
2. Must provide input to the individual's Interdisciplinary Team Meetings
3. Must document the health and programmatic status of each individual and the activities of the home on an ongoing basis
4. Must pass competency-based training in the areas of medications administration, behavior, intervention and other areas of in-service training
5. Must be able to maintain the cleanliness of the home, using common household cleaning supplies and equipment
6. Must be able to maintain the cleanliness of the individual's laundry/linens using a household washer and dryer
7. Must be able to assist in maintaining the outside appearance of the home and vehicle by using common household and yard equipment
8. Must be capable of completing financial transactions for the purpose of money management within the established guidelines for the individuals and the home
9. Must be capable of reading and adhering to menu planning and recipes

10. Must be capable of determining and obtaining needed grocery supplies
11. Must be able to prepare meals by utilizing major and minor appliances
12. Must be able to implement the behavior interventions programs as written in each individual's plan
13. Must be able to implement behavior intervention techniques as written in the crisis intervention procedures
14. Must participate and instruct the individuals in recreation and leisure activities using necessary recreation and leisure equipment
15. Must be able to document, maintain and turn in all documentation as required for Direct Support Professionals.
16. Must be capable of transferring individuals safely in and out of vehicles as needed.
17. Must be able to correctly and safely operate the vehicle's adaptive equipment
18. Must be capable of operating and maintaining the company vehicles in a safe manner
19. Must be able to lift up to 76 pounds

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment will be in a home or out in the community while doing community activities such as grocery shopping, dr appointments, recreational activities such as, bowling, movies etc. with varying degrees of background noise. Lighting and ventilation as found in a normal home or community setting. NO smoking is allowed in homes or vehicles.