



COMMUNITY ACCESS SERVICES JOB DESCRIPTION

POSITION: *Direct Support Professional (Residential)*

RESPONSIBLE TO: *Program Supervisor*

EMPLOYMENT STATUS: Exempt Non-Exempt

SALARY RANGE: In Accordance to Wage Schedule

POSITION SUMMARY:

Direct Support Professional's (DSP's) will work for individuals who experience intellectual and developmental disabilities. The primary role of the DSP is to provide necessary supports to enhance the quality of lives of the individuals we serve. Supported individuals require training and assistance in personal hygiene, self-care, motor skills, vocational skills work habits, communication and social skills, behavior self-management, community integration, and recreational and leisure activities. The position involves working with people who present challenging issues in various areas of functioning. These individuals may exhibit verbal and/or physical aggression, have mobility issues, health problems, challenging behaviors, seizure disorders, and/or psychiatric issues. DSP's implement the Individual Support Plan (ISP) objectives daily at the home and in the community. DSP's maintain a pleasant and positive atmosphere within the home, treating individuals with respect and dignity. DSP's follow all assigned duties under the direction and supervision of the Program Supervisor, Program Coordinator, and Program Director. Community Access Services is an Equal Opportunity Employer.

QUALIFICATIONS:

A Direct Support Professional must meet the following qualifications (with or without accommodation): Must be at least 18 years old and have a desire to work with individuals with intellectual and cognitive challenges at various levels of functioning. Must possess adequate expressive and receptive English language skills to communicate with co-workers and individuals served in relation to job duties. Must possess the basic reading, writing, mathematical, and computer skills necessary to complete or utilize records, forms, and procedures required of this position. Must be able to qualify as an approved driver if shift required. Must be able to pass a pre-employment drug screen and background check.

Must be able to meet the following physical demands:

- Frequent period of sitting more than 3-6 hours in an 8-hour day.
- Moderate to frequent periods of standing and or walking 1-3 hours in an 8-hour day.

- Frequent periods of lifting or carrying weight less than 10 pounds. Moderate period of lifting or carrying weight of 10 to 50 pound. Occasional period of lifting weight more than 50 pounds.
- Frequent period of grasping and repetitive operation of foot controls.
- Occasional period of pushing/pulling weight more than 50 pounds.
- Occasional period of bending or squatting.
- Infrequent periods of twisting from side to side at the waist.

RESPONSIBILITIES:

Interaction and Teamwork

1. Communicates and interacts with staff, supervisors, and individuals served in a positive, considerate, and respectful way. Maintains confidentiality of co-workers and individuals served.
2. Acts as an appropriate role model for staff and individuals in behavior, language, tone of voice, hygiene, and dress.
3. Maintains on-going communication with the supervisor and co-workers concerning individuals, staff, and program needs. Independently accesses daily information regarding individual's status issues and programmatic concerns on a daily and on-going basis.
4. Interacts effectively and professionally with other agency staff, state, and county personnel, individual's families, community contacts, etc.
5. Directly assists other staff members; promotes a positive work environment free from gossip and harassment. Functions as a team member.
6. Participates actively in program functions and quality improvement efforts.

Work Habits

1. Demonstrates dependable attendance habits, according to CAS Policies and Procedures.
2. Adheres to assigned/approved daily schedule.
3. Uses work time effectively and productively to the satisfaction of the supervisor.
4. Attends and contributes to all scheduled meetings and in-service trainings. Maintains certification for mandatory trainings.
5. Accepts and complies with the instruction and/or correction from supervisor.
6. Completes assigned paperwork accurately, legibly and within time constraints.
7. Acts in accordance with all applicable state and agency policies, mission, and standards of professionalism.
8. Handles crisis situations according to agency emergency protocols.
9. Is open to change about individuals, the program, and the agency, including being flexible in the rotation of various work schedules.
10. Demonstrates initiative towards essential responsibilities.
11. Performs these essential responsibilities and any other duties as assigned by the supervisor, program coordinator, or program director.

Individual Support Duties

1. Interacts with individuals served as adults and promotes choice and is always respectful.
2. Implements individual objectives consistently and as specified by the ISP.
3. Accurately runs all communication programs as written by the SLP. Collects required data accurately and within time constraints.
4. Contributes and participates in the ISP process for individuals.

5. Assists individuals to meet their personal needs. This includes but is not limited to, lifting individuals in and out of wheelchairs and other equipment, repositioning, and assisting with self-care, hygiene, and all ADL's.
6. Follows CAS's Medication Administration Policy and Procedures; administers medications and completes necessary documentation accurately.
7. Uses positive behavior support techniques and follows all plans and procedures as indicated by the ISP. Collects required data accurately and within time constraints.
8. Promotes increased individual independence in functional skills.
9. Supports individuals in accessing and participating in the community; when necessary, trains individuals in community settings.
10. Supports individuals with the care and maintenance of their personal property and acts as a role model in caring for that property.
11. Facilitates and supports individual's socialization needs and opportunities.
12. Encourages preferred leisure activities of choice and promotes new experiences.
13. Follows special diet orders, prepares, and follows approved feeding methods.
14. Assists individuals with positioning equipment, range of motion exercises and performs all lifts and transfers as directed by the PT.

Health/Safety

1. Supervises individuals to always assure their safety and well-being, including in and around agency vehicles; Follows all protocols and procedures as outlined in everyone's ISP.
2. Performs job duties in a safe manner, following Agency Safety and Health guidelines including but not limited to, Program lift procedures, proper body mechanics, Infection Control, Hazardous Communications; and is in compliance with Driver Core Comp.
3. Reports all accidents, injuries, and near misses accurately and in a timely manner according to CAS Policy and Procedure.
4. Contributes to the maintenance and cleanliness of the facility inside and out; keeps supplies and equipment in order, uses and maintains them appropriately. Maintains agency vehicles, maintains any lawn and/or garden areas outside of the home.
5. Reports any possible safety issues to the Program Supervisor/Safety Representative.

In addition to the outlined responsibilities of this position description, management may assign or reassign other duties and responsibilities to this job at any time.

I have read and reviewed the job description for the position of Direct Support Professional. I have received a copy of the description for my own personal reference. I understand the requirements and essential job functions and I am willing and able to adhere to the guidelines as stated.

Employee's Signature

Date:

Supervisor/Witness Signature

Date