LINK ASSOCIATES
JOB DESCRIPTION

POSITION TITLE: Direct Support Professional Specialist - Day Program (DSPS-DP)
REPORTS TO: Day Program Supervisor (DPS)
DIRECTLY SUPERVISES: None

POSITION SUMMARY
Responsible to provide active supervision and training for persons served. Instruct and coach the people supported to promote independence in the development or maintenance of social/self-help/life skills and community integration. Support assigned day programs to assure quality services are provided in compliance with all accreditation, auditing and organizational standards. Provide observation and feedback on the daily operations of assigned locations including; employee performance concerns and the needs of persons served to the Day Program Supervisor/Administrator. Assist in the development and ensures the implementation of assigned CCSP of persons served and the required documentation. Must demonstrate flexibility in work hours and locations, to meet the various support needs of persons served. This position will work at least 20 hours of Direct Care hours per week.

ESSENTIAL JOB FUNCTIONS

• Lead area staff to manage implement programs and services consistent with licensure and accreditation bodies, evaluate the results of overall operations regularly and systematically report results to the Day Program Supervisor/Administrator.
• Interpret policies and procedures to area personnel.
• Provide on-going instruction to assigned personnel in day-to-day responsibilities to meet the needs and interests of persons served.
• Maintain records to assure overall compliance with licensing, accreditation, auditing and agency standards.
• Represent Day Program services and Link Associates to internal and external stakeholders, persons served and the community in a professional manner.
• Attend routine staff meetings to review goals and support needs of persons served.
• Confer with persons served and stakeholders to evaluate, market, and promote services.
• Instruct and counsel persons served as needed.
• Ensure documentation is complete and accurate for billing submission and provide monthly, program updates on persons served to case coordinators.
• Schedule DSP’s to insure proper coverage. Provide on-going instruction of assigned personnel in day-to-day responsibilities and ensure attendance and completion of all required trainings/meetings.
• Provide coaching to assigned personnel to ensure the CCSP & MCO Plan of persons served are implemented and progress is being made and recorded.
• Assist in the development of the CCSP for persons served as assigned, including pre and post staffing paperwork and on-going progress on goals on behalf of persons served.
• Punctually and professionally attend meetings for persons served as assigned.
• Assist in ensuring that the files of persons served are kept according to standards.
• Instruct, supervise, support and assist persons served in day program and in the community, in accordance with the CCSP & MCO Plan.
• Attend and complete necessary training in accordance with department/agency requirements that supports participants in a safe and dignified manner.
• Complete and submit as instructed all required documentation in a manner that is legible, accurate, and inclusive of all required information.
• Ensure quality and timeliness of Day Program services. Ensure necessary supplies are maintained. Assist with participant on-site training and orientation.
• Assist Day Program Supervisor/Administrator/Director with other duties as assigned.
• Report to work hours as scheduled.
• Be awake and alert during your time at work. (Staff in the residential services programs are allowed to sleep when those they support are asleep with the expectation you will be awake and actively supervising persons served when they are awake.)

GENERAL AREAS OF RESPONSIBILITY
• It is the responsibility of each Link Associates employee to:
  o Treat all persons served with dignity and respect, prioritize needs of and advocate for the people we serve.
  o Maintain confidentiality of agency, people served, employee and salary information.
  o Promote the human dignity, rights, safety and well-being of persons served.
  o Professionally and ethically handle money and property of the agency and persons served.
  o Fulfill all responsibilities as a mandatory reporter.
  o Display a positive attitude towards people served, programs and the agency.
  o Demonstrate good communication with people served, supervisors, peers, outside resources and family/guardians.
  o Demonstrate good attendance
  o Punctually attend all assigned meetings, in-services and trainings.
  o Demonstrate involvement as a team member.
  o Adhere to all applicable regulations, laws, policies, procedures and know and understand your job description.
  o Submit paperwork and meet job responsibility deadlines as assigned.
  o Transport persons served with agency or own vehicle as assigned.
  o Maintain all required trainings/approvals/licensures/certifications.
  o Perform duties in a safe manner, in order to prevent injury to themselves and others.
  o Participate in and see their role in community relations and fundraising efforts.
  o Other duties as assigned.

QUALIFICATIONS
• AA Degree in Human Services or a related field with one (1) year related experience. Exceptions must receive prior approval from the Executive Director.
• Must meet agency policy on transportation, background checks and provide on-going proof of personal vehicle insurance.
• Must meet agency medication manager certification.
• Possess ability to work on a daily basis utilizing standard office, shop and home equipment.
• Proven proficient ability to use independent judgment, analytical/decision-making skills, verbal and written communication skills, human relation skills, team working skills, and organizational skills.
• Position will contain Medium physical work consisting of occasional 2-hand lifting from floor to waist of up to fifty (50) pounds and occasional 2-hand push/pull of up to sixty (60) pounds of force. This position consists of frequent standing, walking and reaching. The position requires frequent forward bending or crouching or stooping. The employee will need to occasionally climb stairs without the use of railings and occasionally sit.

This job description does not state or imply that the above are the only duties and responsibilities assigned to the position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. Each employee is responsible for knowing and following Link Associates Policies and Procedures.

Job Description
Approved 7/2016,
Revised: 5/2017, 7/18, 11/20, 5/22
Reviewed: 3/21
I have received and have had the opportunity to ask questions on the contents of this job description and my signature indicates that I am able to complete the essential functions of the job. I understand that it is my responsibility to immediately report to my supervisor any change in my ability to complete essential job functions.

__________________________________________  ______________________________
Employee Signature                           Date Signed

__________________________________________
Employee Printed Name