

S.L.I. 3.2.50b
Sheltered Living, Inc.
7/11

JOB DESCRIPTION
FOR
DIRECT SUPPORT PROFESSIONAL (DSP)

REPORTS TO: Director of Admissions and Habilitation and/or Director of Community Living and/or Community Living Coordinator

GENERAL REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The DSP shall possess knowledge and understanding of needs of persons with mental retardation and developmental disabilities, and be a mature role model. A minimum of high school diploma or equivalent is required, and one year experience working with adults with mental retardation or developmental disabilities is preferred. Knowledge of meal preparation, nutrition, food purchase, and food sanitation is preferred.

- High school diploma or General Education Degree (GED) required. Preference may be given to applicant with college education.
- Must be at least age 18.
- Must have a basic knowledge of the principles of behavior modification.
- Must have a working knowledge of disabilities.
- Ability to plan, organize and carry out instructions.
- Ability to read and understand documents.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply and divide all units of measure.
- Valid Kansas Driver's license and acceptable driving record.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

LEADERSHIP:

- Positive role model (set a good example) for persons served and co-workers i.e. appropriate dress and hygiene, strong work ethic, being to work on time, treating co-workers, clients, organization, employer and others with courtesy and respect.
- Ability to work independently and with minimal supervision.
- Evaluate needs of persons served and report to Director any scheduled or service changes needed.
- Responsible to make recommendations to Director regarding persons served needs and wants, facility needs, and staffing needs.
- Ability to coach and motivate persons served and staff to achieve the best of their ability.
- Assist in day-to-day house management.

- Responsible for delegated duties such as banking, grocery shopping, cleanliness, safety, emergency drills, medical appointments, and attendance at My Goals and other team meetings.

CUSTOMER SERVICES:

- Understand and demonstrate the organization's mission, philosophy, code of conduct and values by treating persons served and staff in a dignified and respectful manner and supporting choice and community participation.
- Identify areas needing independent living skills training. Information shall be shared with the Program Conformity Director for consideration of the development of individual training programs.
- Provide necessary client training, collect data as assigned.
- Monitor the function of the person receiving services once the training has ended to assure regression does not occur.
- Facilitate awareness of the person receiving services to utilization community resources and services.
- Assist in quarterly reviewing Rights/Responsibilities with persons served.
- Maintain scheduled home contacts.
- Evaluate living situations for appropriateness.
- Address areas of safety, health and well being of persons receiving services with Director.
- As directed, participate in meetings designed to increase knowledge of persons receiving services.
- Assist with bill payment and checkbook reconciliation, as directed.
- Assist in medical appointments, assure/assist they are kept current and documented in a timely manner.
- Assure persons receiving services Kansas Identification Card is kept current.
- Initiate funding requests as needed.
- Support each person's needs, choices and participation in the community.
- Support persons served choice and community participation to events not affiliated with Sheltered Living, Inc. and in small groups.
- Interact with persons served professionally and respectfully at all times and respond to their needs in a dignified and timely manner.
- May transport/accompany/supervise persons served to day program, community activities, job and other community integrated functions.
- Refer parents and guardians to Director when needed.
- Maintain working knowledge of My Goals plans, behavior management plans, training objectives and goals.
- Coordinate training for clients as assigned. Coordinate and plan daily life skills to meet the My Goals Plan and requested needs.
- Plan and carry out scheduled activities that are designed for persons served, with a variety of skill levels, to be actively engaged in meaningful activities.
- Assist with personal care needs as assigned. These may include, but are not limited to, bathroom and personal hygiene needs, mealtime, and grooming skills.
- Provide supervision and vocational training to assist persons served in learning work ethic, appropriate work behaviors, and job readiness skills.

COMMUNICATION:

- Report necessary information to Director in a timely manner. Use all forms of communication such as written logs, e-mail, incident reports and personal contact.
- Understand instruction from supervisor and carry out instruction with minimal supervision. Contact supervisor when clarification is needed.
- Promptly respond to requests of supervisor and administrative personnel.
- Maintain communications and check e-mail on regular basis.
- Maintain current on contact and progress notes, communication logs and all other required documentation.
- Assure Sheltered Living, Inc. information sheets are current.
- Provide input on satisfaction level at All Staff meetings, site meetings, and on annual staff satisfaction survey to improve recruitment and retention efforts.
- Communicate with other direct care professionals and supervisors as needed to assure persons served needs and wants are addressed.
- Maintain positive communication about Sheltered Living, Inc. services with the public.
- Communicate information about persons served with agency staff regularly and as necessary.

TEAMWORK AND COOPERATION:

- Function as a member of the team as assigned. Provide necessary related information to the team, prepare for and attend required meetings to include but not limited to Basis Screening, My Goals, team meetings, annual meetings, and Risk Assessments as requested.
- Provide support and back up to co-workers as needed.
- Work as a team to help persons served achieve preferred lifestyle.
- Work in a professional manner and when conflict occurs, resolve disputes professionally. If this cannot occur, then the Director will be notified.
- Responsible for working as a team for Sheltered Living, Inc., not just in one department, in order to provide a high quality of service and care.
- Change schedule and location at the direction of the supervisor to suit the needs of person served.
- Willingness and ability to work well with others. Demonstrate initiative, respect and courtesy for staff, persons served, supervisor and the organization.
- Perform other functions as assigned by supervisor.

POLICY AND PROCEDURE:

- Maintain confidentiality and safety for employees, persons served and the public.
- Provide services in accordance with Sheltered Living, Inc. policies and procedures and within the standards for licensing and accreditation. Seek clarification if needed.
- Provide safety training in accordance with Sheltered Living, Inc. policies. May conduct emergency drills. May be assigned to instruct persons served to safety procedures related to work or living.
- Keep all properties and areas safe, clean and organized.
- Attend required meetings.

- Complete and follow medication training, monitor medications and report all errors in a timely manner.
- Report all incidents, accidents and illnesses in a timely manner to the supervisor. Follow stated policy and procedure for on-call usage.

PUBLIC RELATIONS:

- Staff, as well as persons served are appropriately groomed; follow dress code.
- Represent the organization in a professional manner when in public and dealing with parents, guardians, persons served, staff, and other organizations/businesses.
- Follow Sheltered Living, Inc. code of ethics.

ATTENDANCE:

- Follow assigned work schedule/attend all required trainings and meetings. Notify supervisor of tardiness or absences as soon as possible prior to their shift, training, or meeting.
- Submit time off from set schedule to supervisor at least 14 days in advance. Illness or emergency leave will be submitted when staff returns to work.
- Complete leave requests according to policy and do not abuse leave policy.
- Follow schedule for regular persons served contact in their home.
- Assist in finding own staff coverage.
- Submit electronically signed timesheet, on time, as required.

EFFICIENCY AND ORGANIZATION:

- Provide service delivery in accordance with individual needs and team recommendations.
- Implement objectives as assigned and maintain data collection sheets. Record all incidents, accidents and illnesses and forward to supervisor in a timely manner.
- Instruct and monitor persons served in taking their medication as prescribed. Document medication taken and medication counts, as assigned .
- Provide services to persons served in a manner that allows them to successfully live their desired lifestyle.
- Complete all paperwork in a timely manner to include submitting time worked when due, submit discrepancy forms within the day, leave requests, contact logs, attendance, end of month paperwork, maintenance requests, drills, and cash verifications.
- Record all incidents, accidents, seizures, and illness reports and forward to supervisor.
- Utilize work time productively to accomplish many tasks such as teaching programs, person served interactions, laundry, cleaning, and cooking.
- Complete and submit all reports and leave forms in a timely manner. Keep accurate records and maintain data necessary for the job.

ADAPTABILITY AND FLEXIBILITY:

- Demonstrate ability to accept and comply with changes as they occur.
- Do not allow barriers to get in the way of goal achievement of the organization.
- Handle stressful situations and changes with an even temperament and flexibility.

- Work wherever needed during scheduled hours as long as trained to work at the location.
- Flexibility to learn a variety of job skills.
- Ability to multi-task a number of duties required during work shift.
- Will be required to work across programs with a variety of clients at different locations.

JOB SKILLS AND JUDGMENT:

- Intervene appropriately in case of behavior problems. Utilize training and follow behavior management plans, if applicable.
- Apply sound judgment and make clear recommendations for solutions to problems.
- Demonstrate the ability to obtain and identify facts, evaluate and correlate them.
- Render first aid in the event of an injury and complete required documentation.
- Demonstrate the ability to assure persons served safety, drills, safe food preparation and storage.
- Maintain assigned vehicles and facilities in a clean and safe condition.

TRAININGS:

- Complete required orientation, training and all recertifications on a timely basis.
- Maintain required training for position to include, but not limited to, First Aid, CPR, Bloodborne Pathogens, Positive Behavioral Supports and 15 hours of continuing education per year.
- Complete all required paperwork and training needed for position.
- Remain current with TB and Hepatitis B testing.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, walk, talk, and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit, use hands to finger, handle, or feel objects, tools, or controls. The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 35 pounds. May be required to regularly lift up to 75 pounds in some homes to transfer persons to/from chair to toilet, bed, bath, etc. Successfully demonstrate ability to drive car/vans. Ability to stand up to two hours at a time. Ability to wear required safety equipment.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

FULL TIME/PART TIME

NON-EXEMPT POSITION

HOURLY RANGE (\$8.75 - \$11.50)

ANNUALIZED SALARIED RANGE (\$17,680 - \$23,920)

EEO-1 Code: Service Worker

Employee review and date: _____