

JOB TITLE: Direct Support Professional

Non-Exempt Position

JOB DESCRIPTION: Provides direct support to individuals in developing and achieving life skills with goals that build upon strengths, needs and interests.

Essential duties and responsibilities:

- Support the Arc of Blackstone Valley's Mission.
- Demonstrate the ability to apply the 5 service accomplishment principles of Status, Relationships, Choices, Competencies and Community Presence.
- Assist program participants in being active and involved in developing and achieving goals in their Individual Support Plan (ISP). Assist in the writing of these plans as needed.
- Have knowledge of participant's ISPs and all medical, psychological and additional supports required for the participants.
- Implement ISP plans and therapeutic plans as prescribed by support service professionals (psychology, physical therapy, occupational therapy, speech & language, dietary, etc.).
- Complete all required paperwork such as data sheets, monthly reports, BIRs, SEFs, participant logs and all other required documents accurately and in a timely manner.
- Read daily logs and initial entries.
- Responsible to know the whereabouts of program participants during your assigned shifts.
- Assist program participants with fiscal management while safeguarding their funds. This may include maintaining receipts, completing ledgers, reconciling accounts and assisting people with spending choices.
- Provide transportation/mobility training (bus, cab use, etc) to program participants as necessary to achieve goals.
- Transport program participants as needed in agency vehicles (including wheelchair lift vans) and employee's personal vehicle.
- Maintain a clean, safe and secure work environment. Report all potential safety hazards/concerns to supervisor in a timely manner.
- Hold/participate in fire drills as scheduled. Monitor program participant's behavior for safety evaluation and complete fire drill logs.
- Handle emergency situations appropriately following emergency procedures (according to agency and BHDDH policies), utilizing trained crisis interventions when necessary.

- Safe use of generators, lifting systems, feeding pumps and other necessary equipment.
- Adhere to confidentiality guidelines, as outlined by agency policy, state regulations and HIPAA regulations.
- Develop and maintain a positive working relationship with program participants, families, employees, administration and other service providers.
- Communicate professionally and share accurate appropriate information with program participants, their families, coworkers, other agency personnel and any community person related to your work with the agency.
- Present a positive and professional public image serving as a role model to program participants to include proper dress and professional demeanor.
- Successfully complete New Hire Orientation trainings; maintain all training and annual refresher requirements as required by agency, state regulations and federal regulations.
- Maintaining standards for the administration of medications and treatments in accordance with agency policy and procedures.

Additional Residential Duties:

- Perform and/or educate and assist program participants in basic domestic duties as needed (e.g. eating, meal preparation, cooking, cleaning, laundry, shopping).
- Perform and/or educate and assist program participants with personal hygiene as needed (e.g. bathing, brushing teeth, flossing, shaving, trimming finger nails, hair care, clothing choices, dressing).
- Knowledge of basic food safety and preparation to assist program participants with preparing a nutritional meal.
- Snow shoveling, applying salt on walkways and ramps and snow removal from vehicles.

Additional Vocational/Day Services:

- Develop and teach vocational/work related skills and job preparedness.
- Support program participants in job search process and securing competitive employment with competitive wages.
- Job coach program participants in skills necessary to perform job tasks and job etiquette in the workplace.
- Make a knowledgeable presentation to prospective employers of the skills and abilities of program participants and foster positive program participant-employer relationships.
- Conduct vocational time study evaluations.
- Ensure participation in meaningful and fulfilling activities.

SUPERVISED BY: Program Director

SUPERVISORY RESPONSIBILITY: None

QUALIFICATION REQUIREMENTS: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM JOB REQUIREMENTS:

- Minimum of 18 years of age;
- High school diploma or GED. Experience working with individuals who have intellectual and developmental disabilities preferred;
- Be qualified to provide direct assistance to people supported in accordance with regulations;
- Be literate and capable of understanding written and/or oral orders;
- Be able to communicate with individuals, physicians, service coordinators and appropriate others in the participant's language or communication style;
- Be able to respond to emergency situation at all times;
- Must not have any disqualifying crimes in a current BCI and/or NCIC criminal background check;
- Must have and maintain a valid driver's license, reliable vehicle and driving record must meet insurability requirements for transportation of individuals in agency or own vehicles, as set forth by the agency's insurer.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is regularly required to use hands in order to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, talk and hear. The employee is required to stand, walk, bend, crouch, climb, pull, push and sit. The employee must occasionally lift/transfer up to 50 to 75 pounds alone. The employee must occasionally lift/transfer up to 200 pounds with the assistance of other staff.

WORK ENVIRONMENT:

- The noise level in the work environment is usually moderate. At times, it may be louder.
- Employees may be required to deal with possible exposure to blood borne pathogens.
- Employees may be required to deal with possible exposure to profanity, aggressive and/or offensive behavior from program participants.

I have reviewed, received and understand my job description.

Signature: _____ Date: _____

Printed Name: _____