



JOB DESCRIPTION

DIRECT SUPPORT PROFESSIONAL

Reports to: Program Coordinator

Status: Non-exempt

Job Summary:

The Direct Support Professional (DSP) first and foremost ensures that all supervision requirements are met for their clients, in accordance with each individual Risk Management Plan and Assessment. They assist clients with their daily routines, implement individual program plans, document client progress, and respond to meet service needs, while ensuring the safety and wellbeing of the clients. DSPs perform all job duties in accordance with established policies and procedures contained in the Policy and Procedure Manual and Employee Handbook.

This position may be considered either full-time or part-time.

Minimum Qualifications:

1. 18 years of age or older (21 years or older for child foster care programs)
2. High school diploma or equivalent
3. One year experience serving people in adult foster care services preferred
4. Eligible as determined by the Bureau of Criminal Apprehension and the Department of Human Services
5. Valid driver's license and driving record that meets insurability requirements as defined by the Company's insurance carrier; depending on the site, may need to possess a personal vehicle for use in performing work-related activities, and maintain necessary insurance coverage

Essential Demonstrated Skills and Abilities:

1. Demonstrated ability to complete the required documentation
2. Demonstrated ability to read, write, and speak the English language at a level that meets the performance requirements
3. May be required to observe general dress code guidelines
4. Ability to move intermittently throughout the work day
5. Ability to lift persons, if needed
6. Ability to make independent decisions when circumstances warrant such action
7. Willingness to take initiative and adapt to circumstances
8. Willingness and ability to cook meals and do light to moderate housecleaning
9. Ability to develop and maintain professionally appropriate therapeutic relationships with each client and the client's family; ability to maintain positive working relations with staff and other related persons to ensure services are delivered in a smooth and effective manner
10. Ability and willingness to maintain a positive demeanor
11. Willingness to respect the lifestyle choices of others, including but not limited to sexuality, religion, and political affiliation
12. Ability to follow daily routines while allowing for flexibility and planning creative alternatives



13. Ability to effectively use a calculator, household appliances, smoke alarms, house alarm system, etc.
14. Ability to implement any therapeutic intervention as required
15. Ability to work in a variety of settings and with a variety of level of care needs without direct supervision
16. Possession of sight/ hearing senses, or use of prosthetic devices which enable these senses to function adequately
17. Possess good health and demonstrate emotional stability

Areas of Responsibility and Duties:

A. Programming

1. Manage on-going activities of daily living, encouraging independent living skills whenever possible
2. Understand the purpose of and consistently implement all client programs scheduled during hours worked
3. Accurately and thoroughly document day-to-day client progress on scheduled programs and record all data requested on the appropriate program charts
4. Provide the Program Coordinator or Designee with feedback on the success and appropriateness of programs being implemented; document this in client program logs
5. Obtain clarification from the Program Coordinator or Designee on program implementation as needed
6. Implement client daily schedules
7. Carry out behavior management procedures as outlined in individual behavior plans
8. Maintain a working knowledge of client history, skills, areas of vulnerability, habilitation plans, and emergency procedures
9. Advocate for clients' needs; encourage and provide opportunities for client choice, presenting creative options as needed

B. Health and Safety

1. Ensure that clients complete necessary hygiene tasks, and document their participation in their chart
2. Ensure that clients are dressed in clean, presentable, appropriate, and coordinated attire
3. Coordinate the preparation of healthy, well-balanced meals; encourage clients to participate in menu planning and cooking to the extent that is appropriate. Ensure that all food is handled in accordance with company policy. Request training on meal planning and/ or preparation from your Program Coordinator or Designee if you require this.
4. Participate in household cleaning tasks; follow posted cleaning schedules (complete assigned tasks as well as needed unassigned household tasks)
5. Participate in fire and tornado safety drills, and encourage all clients to participate as well
6. Report all needed physical plant repairs to the Program Coordinator or Designee as soon as possible; ensure that any health or safety concerns are addressed immediately
7. Handle emergencies as they arise, in accordance with the posted Emergency Procedures
8. Report all incidents or allegations of abuse and neglect in accordance with company policy
9. Adhere to existing systems to ensure the safety of the individuals being served, including site alarm protocols and client supervision requirements

C. Medical

1. Log all client medical occurrences (illnesses, injuries, and reports of illness) in the client's medical logs; documentation of an illness or injury must be made at least daily until the condition has resolved
2. Complete and pass the Medication Administration, CPR, and First Aid courses
3. Ensure that the procedure for medication administration and documentation is clearly understood and implemented in full compliance with physician prescription, established policy, and medication administration programming. Request clarification and retraining from the Program Coordinator or Designee as needed.
4. Complete and chart on all health care procedures as assigned (e.g. weight, blood pressure, blood sugar, nail care, menses, elimination habits)
5. Successfully complete all required site-specific medical equipment training
6. Accompany clients to medical appointments as requested; facilitate the appointment as necessary, and follow company policy on documentation of the visit

D. Community Integration and Social Supports

1. Guide clients in interacting positively with friends, peers, family, the community, staff, and other professionals; model positive behavior for clients
2. Facilitate client relationships with family and friends as much as possible, per the client's individual plan
3. Assist clients in developing and using effective and varied leisure time management skills
4. Assist clients in selecting, coordinating, and participating in a variety of activities
5. Orient clients to available community services (e.g. shopping, restaurants, recreation, transportation) and promote their independent use of these services to the greatest extent possible per their Risk Management Plan
6. Provide transportation for clients as needed to financial institutions, stores, medical offices, jobs, restaurants, and activities as requested by the Program Coordinator or Designee
7. Document all activities in the Daily Log

E. Financial

1. Assist clients in financial management as directed by your supervisor (including budgeting, purchasing, balancing accounts, maintaining receipts), and promote independence to the degree allowed by their Risk Management Plan
2. Adhere to Company policy regarding the management of client or company funds

F. Communication and Teamwork

1. Read the communication log at the start of each shift and use it to consistently convey information to other staff and the Program Coordinator
2. Engage in appropriate use of the Program Coordinator pager and Emergency pager. Follow the policies on Reporting Incidents and Accidents, and Emergency Pager Use
3. Display professional and respectful communication to all customers and coworkers
4. Promote a positive image of Howry Residential Services to others
5. Serve as a role-model and resource to new staff
6. Implement communication systems and promote team building
7. Participate as a team member and offer suggestions, voice concerns, and provide information regarding client programs or other pertinent issues
8. Comply with company policy on Data Practices

G. Continuing Development

1. Attend scheduled staff meetings, or arrange for a meeting with the Program Coordinator to review any missed information
2. Attend all required company training and maintain all required certifications
3. Obtain and maintain a working knowledge of program and organizational policies and procedures, and follow these policies and procedures
4. Identify specific training needs for yourself, your program, or the company, and share these ideas with a supervisor
5. Expect to receive ongoing feedback and coaching from your supervisor and be receptive to this feedback; if you are unclear as to any of your duties or how to perform them, seek training or assistance from your supervisor

H. All other duties as assigned by your supervisor

Every effort has been made to make this Job Description as complete as possible, however in no way is it stated or implied that these are the only duties you are required to perform. Other related duties necessary to meet the needs of the organization may be assigned to you.

Working Conditions:

Each Direct Support Professional:

1. Is subject to flexible hours, including split shifts or varied days and times, including mornings, afternoons, evenings, weekends, and overnights, depending on coverage needs
2. May be required to float to an unfamiliar site during a regularly scheduled shift
3. May be cut from the schedule during times of decreased staffing needs, budget changes, or as the result of an internal investigation into Vulnerable Adult or job performance concerns
4. Regularly travels in the community, drives a vehicle and transports clients, and may be asked to use their own vehicle (with paid mileage)
5. Works in a variety of settings, inside and outside of the home and throughout the community
6. Sits, stands, walks, bends, lifts, moves, squats, climbs stairs, reaches above shoulder level, kneels, pushes, or pulls intermittently during working hours
7. Must remain awake and alert on shift, unless express permission to sleep is granted by a supervisor
8. Administers medications and other medical treatments to clients after training is completed
9. Is subject to interruptions and imposed deadlines
10. Is subject to frequent problem-solving activities
11. Has regular contact with clients, staff, family members, and the general public
12. May be subject to hostile and emotionally upset clients, staff, family members, or the general public
13. May be subject to physically aggressive consumers and may be required to participate in behavioral restraints
14. May be required to perform one- or two-person transfers of a client
15. May be required to assist clients in hygiene and bathroom related cares
16. May be exposed to pets, including but not limited to dogs, cats, rodents, birds, or reptiles
17. Attends and participates in a variety of educational programs designed to increase knowledge and expertise in the field



18. May be exposed to infectious diseases, second hand smoke, odors, dust, cleaning products, etc. throughout the workday

The above does not create a promise of employment or an employment contract; employment is at-will.



Direct Support Professional Job Description © 2014 Receipt and Acknowledgment

I acknowledge and understand that:

- Receipt of or access to the **Direct Support Professional Job Description** does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The Job Description provides a general summary of the position in which I am employed, that the contents of this Job Description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours, work requirements, and work location may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of Howry Residential Services.
- I have read and understand the **Direct Support Professional Job Description**.

Print Employee Name

Employee Signature

Date

Witness Signature/Job Title

Date

Original to HR File
Cc: Employee