

## **JOB DESCRIPTION**

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Position:	<b>Direct Service Professional (DSP)</b>
Employee Status:	Non- Exempt
Reports To:	House Manager/ Program Supervisor

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### **PURPOSE:**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. You may be asked to visit different homes based on the needs of the client and scheduling. You will work to support developmentally disabled individuals in their development of basic living and social skills with the primary goal of integrating them into the community to the best of their ability.

### **ENVIRONMENT:**

Family Options offers family in-home services and support to adults with developmental disabilities. We are committed to providing **QUALITY** services to individuals in a nurturing family environment. Family Options partners with the individual enrolled in the program, their family, regional center, and/or community friends or groups to support an individualized plan of care for each client.

The following is a list of major duties and responsibilities for this position along with certain supportive duties. It is not all-inclusive. Other duties and responsibilities may be added as needed and in addition, management, as appropriate, may modify this job description.

The requirements are:

- Supervise and train consumers in their home as outlined by the individual service plan by providing consumer independent living skills training.
- Develop service recipient's basic living skills (e.g., social, domestic, and hygiene) through instruction and encouragement.
- Coach clients with preparing meals, self-care needs, grocery shopping and house hold needs, etc.
- Must have the ability at all times to provide transportation based on the desire/need of the client for appointments, shopping, entertainment, etc.
- Cooperate with scheduling and be flexible to work at different home sites on an as needed basis to support our client base.
- Complete community integration while monitoring the health and safety of the clients receiving services.
- Maintain knowledge of the principles of each client service needs and or behaviors to re-direct/coach them with individual goals.
- Develop strong working relationships with community agencies, program supervisor, house managers, Program Manager, etc.
- Represent and positively promote program to funding source, community agencies, families, and related groups.

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- Utilize experience and trainings to assess behavior characteristics of the specified client population in order to make decisions that relates to the development of the client as outlined in the independent living skills training plan.
- Maintain complete confidentiality of client information at all times.
- Maintain/complete and current client records and files.
- Provide summaries of clients' progress in the home and community to your supervisor and report any problems to your supervisor timely to allow any concerns to be addressed.
- Maintain prompt communication with Family Options Supervisors, CVRC, coworkers or any approved family member.
- Submit timecard and reimbursement sheets to the Case Manager and/or Program Supervisor according to the timelines stipulated in policy.
- Attend all required in-service and staff meetings as scheduled by Supervisor.
- Submit copy of insurance binder to the Human Resources department prior to expiration of binder on file.
- Maintain consumer's outlined medical plan as directed by physician
- Maintain a safe environment for the service recipient; prevent harm to service recipient, self, and others.
- Ensure the health and safety of consumer in your care through training and re-direction as per Crisis Prevention and Intervention training program.
- Follow all policy and procedures as outlined in employee handbook and title 17 regulations.
- Represent and positively promote program to funding source, community agencies, families and related groups.
- Report any safety concerns/incidents to management in a timely manner.
- Follow outlined program plans in relation to behavioral programs.
- Other duties as assigned by supervisors.

## **OTHER REQUIRMENTS**

- Reliable car to transport clients as needed. This is something that can occur at a moments notice and you must be prepared to transport a client at any time.
- Schedules can change and the homes/locations you are required to report to can change based on client need. You are expected to have the ability to drive to different work sites throughout the day as needed.
- Current/valid driver's license, car insurance and registration and clear background check and drug screen throughout employment.
- Most work undertaken in service recipient's home
- Conditions vary by home and service recipient
- Flexible work schedules to meet individual service recipient needs
- While working as a DSP, employees may be required to deal with the following conditions: 1) unconventional schedules—Family Options operates programs and services 24/7, 365 days a year; 2) possible exposure to blood borne pathogens; 3) possible exposure to profanity, violent, and/or offensive behavior from the consumers.
- In order to perform these functions and meet the requirements put forth by the Division of Developmental Disabilities, applicants for the Direct Support Professional position must: 1) be able to legally work in the United States; 2) be 21 years of age; 3) for assignments that require the employee to drive a vehicle, must meet the qualifications of a driver as established by our

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insurance carrier and Family Options policy; 4) have a high school diploma or GED; 5) be able to pass a background check and receive a fingerprint clearance card from the Department of Public Safety.

- Computer literate in MS Office and Excel.
- Experience maintaining confidentiality and/or items sensitive in nature.
- Mathematic ability

### **BEHAVIOR SKILLS/COMPETENCIES**

1. Able to use a systematic approach to problem solve to maintain accurate records and preparing clear reports for informational, auditing and operational use.
2. Decision Making/Problem Solving: Able to take action in solving problems with exhibiting judgment.
3. Organizing own work, setting priorities and meeting critical deadlines; and
4. Communication to interact effectively with co-workers, managers, subordinates and the general public sufficient to convey information and to receive work direction.
5. Must have basic knowledge and understanding of use to allow for easy use of phones, email, faxing, copier, scanning.
6. Ability to define realistic, specific goals and objectives; to prioritize deadlines.
7. Ability to write clearly and effectively presenting new ideas and to document activities; to read and interpret written information.

### **PHYSICAL REQUIREMENTS:**

This position is performed in a home environment and requires walking frequently throughout the day. This individual must be able to assist patients with cleaning, meal preparation, driving to appointments, shopping, stamina to maintain attention to detail despite interruptions, strength to lift and assist clients, lifting a minimum of up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone.

I have been provided with a copy of this job description. I understand I am responsible to perform the essential functions and responsibilities listed in this description, and that I am to ask my supervisor for clarification regarding any information or statements within this job description I may not understand. I also understand I may request a reasonable accommodation with my Supervisor to assist in me successfully performing the essential functions and responsibilities of this position.

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Employee Signature/Date

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Supervisor Signature/Date