



## JOB DESCRIPTION

<b>Job Title</b>	Direct Support Professional	<b>Job Grade</b>	4
<b>Department</b>	CRF/ICF	<b>Supervisor</b>	House Manager/Program Specialist Supervisor

### POSITION SUMMARY

The Direct Support Professional (DSP) is responsible for a variety of duties related to the overall care of individuals with intellectual disabilities and autism who reside in Martha Lloyd Community Services' (MLCS) homes. This includes direct personal care of individuals and implementation of individual program plans. DSPs are required to perform all duties in accordance with state regulations and MLCS policies and procedures.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Training

- Completes and maintains all required certifications such as First Aid/CPR, Medication Administration, etc.;
- Attends meetings and training sessions as required;
- Required to attend all team meetings as scheduled;
- Completes annual trainings as required by regulatory agencies;

#### Daily Programming

- Provides transportation to and from activities;
- Assist individuals according to program plan. A program plan identifies the individual's preferences, community based activities, supervision needs, ratios, health and safety risks, and nutritional/medication needs;
- Assists and encourages individuals in the establishment of social networks;
- Promotes participation and involvement in community outings;
- Intervenes and redirects individuals during behaviors according to program plans;
- Works all assigned schedules, including but not limited to: arriving and departing on time, requesting time off in advance, and notifying your supervisor of changes to your assigned work schedule;
- Ensures each individual's rights are protected;
- Treats individuals with dignity and respect;

#### Activities of Daily Living

- Administers medications to individuals as assigned;
- Observes individuals for any changes in behavior or health;
- Ensures individuals are dressed neatly and appropriately and are groomed at all times;

- Assists and encourages individuals to care for immediate personal needs such as bathing, toileting, washing hands and eating;
- Prepares nutritional meals based on individual' prescribed dietary needs and preferences;
- Encourages individuals to assist in the preparation of meals and snacks as appropriate to their program plan;
- Keeps residence and individual's personal space clean, organized, and tidy and encourages them to participate in home beautification and upkeep as appropriate according to their individual plans;
- Teaches individuals daily skills such as household chores, laundry, cleaning and washing dishes, as appropriate according to their individual plan;

### **Communication**

- Observes individuals for evidence of injury or bruises and evaluates for changes in emotional and physical status;
- Reports any noted problems and allegations of abuse to the House Manager or AOC immediately and completes a written incident report form;
- Reports all medical related incidents to the House Manager or AOC;
- Acts and communicates in a Professional Manner;
- Maintains individual's confidentiality;
- Communicates with House Manager when items related to individual's personal needs and personal space need to be purchased;

### **Teamwork**

- Assists in the implementation of individual plans for individuals;
- Treats all individuals and coworkers with dignity, respect and fairness;
- Provides support to other team members when individuals are having behavioral issues and at other times as needed;

### **Documentation**

- Documents all program data, including but not limited to: individual plan data, behavior plan data, community integration logs, assessments, individual funds requests, mileage logs, and maintenance request forms;
- Documents individuals health (i.e. seizure charts, weight, bowel movements, fluid intake.);
- Ensures that all documentation is completed accurately and in a timely manner;
- Ensures Medication Administration Record (MAR) entries are completed daily;
- Completes communication log books during shift;
- Clocks in and out before and after every shift and submits leave request forms when applicable;

### **Safety**

- Assists individuals when entering and exiting vehicles while on community outings, as well as entering and exiting buildings safely;
- Supervises meal times based on individual needs, especially those identified as a risk for choking;
- Observes appropriate staffing ratios as directed by the House Manager and Program staff;

- Reports unsafe conditions, environment, and equipment to the House Manager or AOC;
- Follows safety protocols to foster a safe working environment;

Performs all other duties as assigned.

#### **JOB REQUIREMENTS**

- Be 18 years of age.
- High School Diploma or GED preferred.
- Able to perform essential duties listed above.
- Able to work on weekends, holiday's and during inclement weather.
- Pass post-offer physical exam: Safety lift/push/pull/carry 50+ lbs. Constant bending, sitting, standing, walking, lifting, carrying, twisting and reaching. Frequent stooping, squatting, pushing, pulling and upper extremity grasping. Occasional climbing, kneeling, and driving.
- Pass post-offer drug screen.
- Possess valid driver's license and have a clean driving record.

\*Some exceptions apply when program area has sufficient drivers.

This Job description is subject to change.

<b>Employee Name: (print)</b>		<b>Date:</b>	
<b>Employee Signature:</b>			
<b>Supervisor/HR Signature:</b>			