

MidState Arc, Inc.
Direct Support Professional
Job Description

REPORTS TO: Program/Group Home Manager or Assistant Manager

SUPPORTS: Individuals Served

JOB SUMMARY: This position is responsible for providing direct support, positive direction, and assistance to individuals to achieve their desired quality of life and ensure optimal health and safety, assist individuals to be as independent as possible, and to maintain their homes/program areas so they are clean, safe, and hazard free.

ESSENTIAL JOB RESPONSIBILITIES

- Provides supports to individuals by assisting in the development and implementation of all support plans, including spiritual life supports, assisting individuals in achieving their personal goals and desires, providing interaction and choices for activities that support a meaningful day, and supporting individuals to be independent in activities of daily living;
- Behavior should be professional at all times and consistent with the MidState Arc, Inc. culture, mission, values, philosophy, and policies and procedures (as well as DDS policies and procedures) while empowering each individual to direct their own life choices;
- Assist individuals in maintaining safe and healthy lifestyles, and monitor for changes in their general health, appearance, behavior, and patterns of activities;
- Develops a relationship with the individuals served that is respectful and maintains professional boundaries;
- Reports and documents routine and unusual events including completing daily activity sheets, accident reports, case notes etc. in a concise, understandable, and legible manner, and meets Agency, federal, and state regulatory requirements;
- Responsible for monitoring and maintaining a clean, safe, and secure environment for individuals at all times, including but not limited to programs/residences and vehicles;
- Plan and support individuals in daily activities, which may include, but are not limited to, household chores, personal care, socialization, recreational activities, learning activities, physical fitness activities and money management;
- Assists individuals with fiscal management while safeguarding their funds. This may include completing ledgers, reconciling accounts, and assisting individuals with spending choices;
- Provide training and assistance to individuals in making healthy dietary choices, and following any pre-established order by medical professionals;
- Maintains open communication and cooperative work effort with supervisor and other staff to ensure quality and continuity of support to individuals served;
- Maintains and expands skills and knowledge relevant to providing high quality support and services. Obtains and maintains all required certifications and trainings and applies the information to support individuals served;
- Ensures that individuals exercise their rights and that rights are not restricted without due process. Ensures individuals are treated with dignity and respect;
- Report to work on time, and if unable to report to work, or if there is a need to come to work late or leave early, follow Agency approval and/or call out policy;
- Performs other duties as assigned.

ADDITIONAL RESPONSIBILITIES

- Safely transport individuals to and from recreational activities, errands, work, and personal appointments, and comply with the MidState Arc, Inc. vehicle safety, maintenance, and cell phone use policies;
- Staff will shovel and/or spread sand as needed in order to provide safe walking surfaces;

MINIMUM QUALIFICATIONS

- High school diploma, or equivalent
- Valid driver's license, proof of registration, insurable driving record, and personal vehicle throughout the duration of employment
- Basic fluency in oral and written English
- Computer/email skills required

ADDITIONAL REQUIREMENTS

- Ability to analyze situations develop creative solutions, act quickly and remain calm in a crisis, meet frequent deadlines, handle stressful situations without loss of efficiency and/or composure;
- Ability to obtain and utilize CPR, First Aid, PMT, Medication Administration Certification within DDS guidelines and to remain in compliance throughout employment;
- 2 years experience in field of Human Services;
- Ability to engage in behavioral interventions and techniques as necessary
- Must have the ability to work effectively and harmoniously with others; flexibility with respect to hours of work and changing conditions; be of good moral character; have an interest in the welfare of the individuals; have training and/or interest in the field of developmental disabilities; have a willingness/ability to communicate with and relate to individuals, parents, guardians, fellow staff, representatives of community agencies, and Agency management.

PHYSICAL REQUIREMENTS

- Lifting a minimum of 50 pounds
- Standing
- Bending
- Twisting – neck, waist
- Lifting
- Pushing and pulling, e.g. wheelchairs
- Driving
- Walking
- Physical Management Techniques(PMT) to support behavioral needs
- Administer CPR/1st Aid whenever necessary
- Daily computer and written documentation required
- Transferring individuals from: (with or without medical lifts)
 - Bed to floor/wheelchair
 - Floor/wheelchair to bed
 - In and out of shower/bath
 - Into and out of vehicles
- Assisting individuals with bathing/showering
- Changing individual's briefs
- Housecleaning duties, e.g., laundry, vacuuming, cleaning showers, tubs, dishes, taking out garbage

- Preparing meals
- Conducting required evacuation drills, earthquake training, and other safety training
- Assisting with hand washing, changing soiled clothing, brushing teeth, assisting with bathroom responsibilities

Employee Print Name

Employee Signature **and** Date Signed