



Approved by: Bryan L. Hall
Approval Date: 11-15-12

Supervisor Review by: JSE TG
Review Date: 11/13/12 11/13/12

Job Title: Direct Support Professional

Status of Employment: Nonexempt/Hourly

Department/Location: Day/Residential Services programs – Day Program (AYS), Residential (ISLA) and Family Support (FS) Services

Reports To: Program Supervisor

Position Summary: Provides direct support to customers and families in a manner that respects the customer/family's privacy and supports both in directing all aspects of services

General Purpose: Customer support, case management, development of customer relationships with family and in community

Position Responsibilities:

- Support assigned customer(s) in accordance with program specific requirements
- Provide supports to customer as identified in the individuals' Person Centered Plan (PCP)
- Keep an open line of communication with supervisor
- Provide necessary information to the individual when he/she has to make decisions or choices & allow adequate time for the individual to make or express their decision/choice
- Ensure materials and items necessary for basic needs are present and available at all times, e.g. food, clothing, personal hygiene items, medication(s) and adaptive equipment
- Assure medications are taken as prescribed and complete assigned medication records
- Consistently address individuals in all interactions with positive personal regard, using language that is age and cultural appropriate
- Report any alleged or suspected instance of abuse/neglect/exploitation toward a customer immediately according to Community Options, Inc. policies and procedures
- Monitor & document health/well-being of each customer for changes in emotions, mobility, physical appearance, or living pattern; contact supervisor as needed
- Complete all documentation requirements daily or as directed by policy/procedure to include medication records, observation notes, financial transactions, and receipts
- Assist in training new staff (shadowing) as requested by supervisor
- Participate in all planning meetings or organizational meetings as directed by supervisor
- Know, understand and implement all Community Options, Inc. policies and procedures
- Related duties as assigned

Essential Skills and Experience:

- Must be at least eighteen (18) years of age
- High school diploma or GED equivalent preferred

- CPR and First Aid certified
- Successfully pass background check and drug test
- Completion of training as required by Community Options
- As required for assigned job duties: valid driver's license, acceptable driving record, reliable transportation, and proof of insurance for the vehicle subject to the statute of the licensing state

Other Skills and Experience:

- Team player; good organizational and communication skills
- Knowledge of community events and opportunities for customers

Reporting to this position: None

Physical Demands and Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Physical demands: While performing the duties of this job, the employee is required to walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; balance; stoop; talk or hear. The employee must occasionally lift and/or move objects weighing up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work environment: While performing the duties of this job, the employee will be primarily in the customer's home, at the customer's place of employment or in the community. Assigned work shifts will vary depending on the customer's needs; employee may work mornings, afternoons, evenings, overnights, and weekends at one or more locations as determined by the customers.

Acknowledgement and Sign-off: The statements above are intended to describe the general nature and level of work performed by individuals assigned to this position. The job description is not an exhaustive list of the knowledge, skills and abilities required for the position. All employees may be required to perform duties outside of the normal responsibilities as needed. The employee is expected to adhere to all company policies and to act as a role model in the adherence to those policies. Failure to adhere to company policies and the job description may result in disciplinary action, up to and including termination. The job description may be changed at any time, with or without advance notice to the incumbent employee.

I have read and understand this explanation and job description.

Signature: _____ **Date:** _____

Replaces (position): AYS Direct Support Professional, Family Support Direct Support Professional and ISLA Direct Support Professional