

POSITION: DIRECT SUPPORT PROFESSIONAL

REPORTS TO: DESIGNATED COORDINATOR

FLSA: NON-EXEMPT

JOB SUMMARY:

The primary purpose of this position is to work directly with people who receive support services, ensuring their safety and well-being, and implementing individual outcomes, documenting progress, and executing program services. The DSP will act in the best interest of the person, always providing person-centered support.

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

MAJOR AREAS OF ACCOUNTABILITY:

- Demonstrates and maintains positive and professional working relationships and open communication with all people receiving services, staff and various other persons related to the position; i.e.: community members, team members, employers, etc.
- Obtains and demonstrates a working knowledge of each person's history, preferences, skills, and areas of vulnerability, individual outcomes, and emergency procedures.
- Provides support and supervision to each person using positive support strategies, while ensuring their safety.
- Ensures all interactions are person-centered, promotes their well-being, and provides positive customer relations.
- Encourages and provides opportunities for each person's choice and presenting creative options.
- Assists each person in developing and mentoring appropriate and professional interactions.
- Assists each person with daily routines as needed, including, but not limited to: cooking, housekeeping, leisure time usage, socializing, budgeting and money usage, employment related activities, safety and health issues, and participating as a member of the community.
- Assists each person with daily living skills, and/or provides personal care as needed. This may include: grooming and personal hygiene, meal assistance and bathroom assistance; i.e.: changing briefs, menstrual needs, etc.
- Assists in driving each person, or arranging for transportation, as directed by the Manager.
- Obtains and demonstrates a working knowledge of program policies and procedures.
- Maintains confidentiality of all information.
- Abides by the Minnesota Statutes Chapters 245D, 245A, Maltreatment of Vulnerable Adults Act, Maltreatment of Minors Act and Minnesota Rules, Chapter 9544
- Keeps company informed of all work-related unusual and emergency occurrences, or dissatisfaction or potential dissatisfaction within areas of responsibility.
- Assures that the work environment is safe, harassment and discrimination free. Reports immediately any unsafe work practices or hazards, and any harassing or discriminating practices observed or suspected.
- Adheres to company Code of Conduct/Work Rules
- Completes all required training as assigned by the company, both initially and on-going, per above mentioned regulations and guidelines, within the designated time frames.
- Demonstrates ability to make independent decisions and take initiative when circumstances warrant.
- Demonstrates ability to manage time effectively, keeping all work up to date.
- Objectively documents each person's progress per manager's direction and guidelines.
- May assist in maintaining and performing proper distribution and documentation of all prescribed medications, treatments, and diets as directed by the customer.
- Ensure cleanliness of site and report maintenance issues to manager.
- Other duties as assigned.

WORKING CONDITIONS:

- Demonstrate the flexibility to work with frequent interruptions, imposed deadlines and frequent problem-solving activities.
- Demonstrates problem solving skills with people who are angry or upset such as: persons receiving services, community members, family members, visitors and personnel from other agencies.
- May be exposed to a variety of conditions, infectious diseases, odors, dust, etc. throughout the working hours.
- Regularly travels in the community. May be expected to drive personal vehicle and/or company vehicle transporting people receiving services.
- Demonstrate the flexibility to work varied days and times including mornings, afternoons, evenings, and weekends depending on coverage needs.
- Work locations and assignments may vary according to the needs of the company and staffing requirements, which may include inside the program sites and/or various community locations.
- May participate in positive support strategies and intervention techniques with persons displaying physical aggressions.
- May encounter animals, including but not limited to dogs, cats, pet rodents, birds or pet reptiles.
- Dress code needs to be appropriate to the assignment.
- Ability to work independently without direct supervision.

PHYSICAL DEMANDS:

- Sits, stands, walks, bends and moves intermittently during working hours.
- Ability to lift and transfer people as needed, at a minimum of 50lbs.
- Ability to master the use of all positive support strategy intervention and assistance techniques, including emergency use of manual restraint, necessary to meet the needs of each person.
- Must possess sight/hearing senses or use prosthetic services that will enable these senses to function adequately.
- Possess good health and demonstrate emotional stability.

KNOWLEDGE AND SKILL REQUIRED:

- Must be able to read, write, and speak the primary language of each person. This must include the English language and may include additional languages as needed.
- Meet licensing requirements of the state and/or county.
- Must possess a valid driver’s license and safe driving record.
- Must possess personal vehicle with the ability to transport people.
- High School diploma or GED preferred.

I have read the above job description and fully understand the requirements set forth. I accept this position of Direct Support Professional and agree to abide by the requirements set forth. I will perform all duties and responsibilities to the best of my ability.

I understand that if I have any questions or concerns regarding my employment and/or job responsibilities, I have the responsibility to contact my manager and/or Human Resources.

(Direct Support Professional)

(Date)

(Manager/Owner or Designee)

(Date)