

# Direct Support Professional

## Job Description

<b>Reports To: Designated Coordinator</b>	<b>Direct Reports: No</b>	<b>Telework Eligible: No</b>
<b>Employment Status: Full Time or Part Time</b>	<b>Classification: Non-Exempt</b>	<b>Benefits: Partial</b>

## POSITION SUMMARY

The Direct Support Professional works directly with individuals with disabilities and older adults in the implementation of the written Individual Support Plans. DSP is responsible to document progress and responses to ensure the safety and well-being of individuals with disabilities or older adults.

## ESSENTIAL JOB FUNCTIONS

- To confirm your understanding of the essential job functions as a Direct Support Professional, please initial the boxes below:
- Provide support and supervision, using therapeutic intervention with specific safety protocols to ensure safety of the individual.
- Obtains knowledge of the individual's history, skills, areas of vulnerability, habilitation plans and emergency procedure. Working independently with minimal instructions making independent decisions.
- Follow the company's policy and procedures to maintain confidentiality of all information and reporting about individuals with disabilities and older adults.
- Transporting and accompanying to and from appointments for health or community-based activities as directed. Following daily routines with flexibility and planning alternatives.
- Support client with social and emotional support, maintaining good employee relations.

## QUALIFICATIONS

- To confirm your understanding of the job qualifications as a Direct Support Professional, please initial the boxes below:
- Ability to read, write and speak English to performance requirements; or ability to communicate in the language spoken by the individual.
- Adapting and initiating circumstances in multiple settings and levels of personal care needs without direct supervision.
- Complete the assigned 245D trainings at orientation and annually.
- Complete annual assessments as directed and assignments of all medical or health related follow-up services.

**Certification/License Required: None**

**Education: High School Diploma or GED**

**Industry Knowledge: None required, but preferred 6 months of experience**

**Limitations: By initialing the boxes, I understand that no person underage of 18 shall:**

- Administer medication to any individuals with developmental disabilities.

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- Operate any motor vehicle while transporting individuals with developmental disabilities.
- Work any overnight shifts.

## PHYSICAL REQUIREMENTS

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

	0%	0-33%	34-66%	67-100%		0%	0-33%	34-66%	67-100%
Lift/Carry: 0-10lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Push/Pull: 0-25lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift Carry: 11-20lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Push/Pull: 26-50lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift Carry: 21-50lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Push/Pull: 51-75lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift Carry: 51-100lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Push/Pull: 76-100lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend 60°	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Twist/Turn	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand/Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Overhead Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladder/Stair Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rotate Positions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Write	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Speak	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keyboarding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

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### SKILLS AND ABILITIES

The skills and abilities checked below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

<input checked="" type="checkbox"/>	Excellent verbal and written communication skills	<input checked="" type="checkbox"/>	Excellent interpersonal and customer service skills
<input checked="" type="checkbox"/>	Organizational skills and attention to detail	<input checked="" type="checkbox"/>	Time management skills
<input checked="" type="checkbox"/>	Proven ability to meet deadlines	<input checked="" type="checkbox"/>	Strong analytical and problem-solving skills
<input checked="" type="checkbox"/>	Prioritize tasks and delegate tasks when needed	<input checked="" type="checkbox"/>	Act with integrity, professionalism, confidentiality
<input checked="" type="checkbox"/>	Proficient in Microsoft Office Suite	<input checked="" type="checkbox"/>	Proficient in advanced math/accounting
<input type="checkbox"/>	Bilingual:	<input checked="" type="checkbox"/>	Ability to deliver presentations

I have reviewed this job description and I understand the outlined job duties and responsibilities. I am able to perform the essential job functions above. I understand that my job may change on a temporary or regular basis according to the needs of the Company without it being specifically included in this job description. I understand that if I have any questions about the job duties for this role, I will reach out to my supervisor or Human Resources.