



## BEACON SPECIALIZED LIVING SERVICES, INC.

### Direct Support Professional Position Description

<b>Department:</b>	Program
<b>Location:</b>	Minnesota
<b>Reports To:</b>	Designated Coordinator/District Director
<b>FLSA Status:</b>	Non-Exempt

#### Job Summary

The Direct Support Professional's primary function is to provide person centered supports according to the individualized CSSP, CSSP-Addendum, and other supporting documents. Direct Support Professionals are expected to perform all job duties within the organizations policies and procedures and in accordance with our "I CARE" core values of the organization – Integrity, Compassion, Advocacy, Respect and Excellence.

#### Job Duties and Expectations

1. Provide direct care/support services to individuals supported as written in their Community Service Support Plan (CSSP), CSSP-Addendum, or any other relevant service plan in the areas identified. These areas may include but are not limited to; community integration, daily living skills, communication, and individual health and safety.
2. Provide clear, concise, and timely documentation on all services provided.
3. Maintain availability as a resource and support person for individuals supported, as identified by the team plans and requested by the Designated Coordinator.
4. Participate with individuals supported teams, as directed by the Designated Coordinator. This may include providing feedback and input into the development and implementation of individuals plans and services.
5. Initiate and/or respond to communication in a positive, timely manner, (i.e. telephone calls, written reports, meetings with supervisors and other program staff, relevant community agencies, case managers, parents, guardians or conservators, etc.). Keep Coordinator(s) apprised of significant developments regarding individuals' services and employment matters such as work availability and scheduling changes.
6. Comply with company policies regarding fraud, abuse and waste. This includes appropriate use of equipment and resources, billable and non-billable time, and mileage and program-related expenses.
7. Engage in an ongoing process with supervisor to evaluate one's job performance consistent with professional standards and supervisory expectations.

8. Complete orientation and annual training as assigned and within the timelines designated. This includes attending staff meetings and required in-services as assigned by the Designated Coordinator or other organization representative.
9. Perform other related duties as assigned.

### **Job Skills and Abilities**

1. Skills to implement individualized plans for persons with disabilities within home and community settings, using a person-centered approach. This includes providing supervision as specified in individuals plans, addressing risks, increasing independence, and building supports within the community.
2. Ability to establish a working relationship and sense of rapport with individuals and their families in the context of home-based service situations, including the acceptance of individual differences in culture, language, and diverse lifestyles.
3. Skills to act as a role model to promote positive growth and development.
4. Communication skills to relate effectively to other team members, including problem-resolution.
5. Skills for effective and sound decision-making, and consistent follow-through.
6. Capability of working without close supervision, yet responsive to Coordinator.

### **Required Education and Experience**

- Must be at least 18 years old or 21 years old in Child Foster Care sites without a variance.
- Must successfully complete MN Department of Human Services background study process.
- Must meet licensed driver/insurability requirements unless otherwise specified.
- High school diploma or equivalent required.
- Must be proficient in comprehending, reading, writing, and speaking English.
- Must be competent through training, experience, and education to meet individuals needs and additional requirements, as specified in the individuals Community Support Plan or other supporting documents. This includes the ability to provide culturally and linguistically competent services.

### **Working Conditions**

- Is subject to frequent interruptions, imposed deadlines and frequent problem-solving activities.
- May be subject to hostile and emotionally upset persons supported, staff, 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, drives a vehicle and transports persons supported and may be asked to use the employee's own vehicle (with paid mileage).
- Is subject to flexible hours, including split shifts or varied days and times including mornings, afternoons, and evenings; holidays, weekends and overnights depending on service coverage needs.
- Works in a variety of settings, which may include inside or outside the home environment, work setting, and/or throughout the community.

- Work locations may vary according to the needs of the company and staffing requirements. May be assigned to work sites throughout the various counties where services are provided by the company, including reassignment to a different shift when the scheduled shift has been cancelled.
- May be subject to physically aggressive persons and may be required to implement an emergency use of manual restraint if allowed by the company's EUMR policy.
- May be exposed to animals, including but not limited to dogs, cats, pet rodents, birds or pet reptiles.

**Physical Demands**

- Sits, stands, walks, bends, and moves intermittently during working hours.
- Lifting/transferring requirements vary based on service provision and the needs of persons supported
- Ability to master the use of all physical intervention and assistance techniques, including permitted and restricted procedures, necessary to meet the needs of persons supported and as directed by the CSSP Addendum.
- Must possess sight/hearing senses or use prosthetic services that will enable these senses to function adequately.

I have reviewed the Direct Support Professional job description and can perform the essential job functions. I understand this information as it pertains to my position at Beacon Specialized Living and accept these responsibilities. I understand that this job description may not be all-encompassing, and that additional individual and site-specific training is required.

Employee \_\_\_\_\_ Date \_\_\_\_\_