



JOB DESCRIPTION

| | |
|---|-------------------------------------|
| Title: Direct Support Professional | Employment Status: Full time |
| Department: All Sites | FLSA Status: Non-Exempt |

SUMMARY / OBJECTIVE:

Provide direct, person-centered support and services to individuals with developmental and intellectual disabilities. Work effectively as a team member to ensure that the individual's preferences and full potential are met. Ensure a positive, clean, and safe environment.

ESSENTIAL FUNCTIONS AND PRIMARY RESPONSIBILITIES – Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provide person-centered support, coaching, and supervision to individuals with varying levels of abilities.
2. Read, sign, and follow all individualized program plans for each person served.
3. Ensure the least restrictive interventions necessary to support achievement of personal goals.
4. Deliver, or assist in delivering, programming and class instruction to a small group of individuals. Develop lesson plans or compile material to teach during these classes as assigned.
5. Provide support to individuals working on-site or as a job coach as applicable. Assist with keeping work sites stocked, recording production levels, and accommodating individuals with varying work skills.
6. Follow the site's schedule, which may include the daily assignment of responsibilities including but not limited to: medication administration, lunchroom duties, personal cares, busing, community outings, job coaching, class instruction, production floor management, and cleaning tasks.
7. Promptly document related service information as assigned (outcome data, production levels, progress notes, etc.).
8. Transport individuals served to and from their community job as needed using a PAI vehicle or own vehicle (mileage reimbursed).
9. Work effectively as a team member.

SECONDARY RESPONSIBILITIES

1. Actively participate in staff meetings and contribute ideas.
2. Complete assigned trainings.
3. Be receptive to taking on new tasks as assigned, including opportunities to support individuals in the community or as a job coach off-site.
4. Demonstrate competency in appropriate safety and emergency policies.
5. Follow data privacy laws and HIPPA requirements.
6. Adhere to recommended transfer/lifting procedures and body mechanics.
7. Utilize adaptive equipment in an effective and safe manner.

8. Follow PAI's medication administration policy.

JOB SPECIFICATIONS

Education, Experience, and Credentials

Required

1. High school degree or G.E.D. and be 18 years of age or older.
2. Pass DHS background study and maintain clearance to provide direct services without continuous supervision.
3. Reliable transportation for work driving purposes, valid driver's license, proof of valid car insurance, satisfy insurance criteria for driving history and permit driving record checks as needed.

Skills and Experience

Required

1. Demonstrate effective oral and written communication skills.
2. Ability to maintain professional and positive relationships with a wide variety of people.
3. Flexibility and ability to adjust to changing work demands.
4. Strong time management skills.

Desired

1. Experience supporting individuals with intellectual disabilities, preferably in a 245D licensed service.
2. Education or training in the human services field.
3. Experience using technology including, but not limited to, computers, iPads, tablets, tv's, and smartboards.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB

R = Rarely (0-15%) O = Occasionally (16-45%) F = Frequently (46-100%)

The DSP must be able to:

| | |
|--|---|
| 1. Perform heavy lifting (between 50-80 lbs.) | O |
| 2. Perform light lifting (less than 50 lbs., usually around 5 lbs.), squatting, kneeling, reach overhead, operate office equipment. | F |
| 3. Push/pull persons who weigh between 100-150 lbs. in wheelchairs. | F |
| 4. Assist clients with mobility and other actions | O |
| 5. Perform other physical requirements such as sitting, standing, walking, grasping/grabbing, using a keyboard and/or mouse, bending/twisting, | F |
| 6. Hear and speak in order to use telephone and/or communicate with people inside and outside of organization. | F |

TOOLS AND EQUIPMENT USED

- Ability to operate office equipment, track systems and other adaptive equipment.

WORK ENVIRONMENT

Ability to work in a noisy environment with distractions, including loud noises, odors, and multiple interruptions. Most of the job is indoors but may need to travel to other locations or participate in outdoor activities.

AAP / EEO STATEMENT

PAI is fully committed to equal employment opportunities (EEO). All employment decisions will be made without regard to race, color, age, religion, sex, pregnancy, marital status, familial status, disability, national origin, sexual orientation, veteran status, status with regard to public assistance or activity in a local human rights commission. In addition, we comply with all applicable state and local laws governing nondiscrimination in employment in every location in which we maintain facilities.

Decisions concerning employment are based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of the other applicants or employees, and the individual's past performance within the organization. Employment decisions include, but are not limited to: recruitment, hiring, promotions, salary or other compensation, benefits, transfers, corrective actions, layoffs, termination and training.

If you believe that an employment decision has been made that does not conform to management's commitment to equal opportunity, the matter should be brought promptly to the attention of Human Resources. Your complaint will be thoroughly investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint. Please see the PAI Workplace Harassment Policy for additional information.

I acknowledge that I have read, understand, and agree with the contents of this position description. I agree to use my best efforts to fulfill all expectations of the position. I also acknowledge that I am an at-will employee.

This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.

Employee Signature

Date

Supervisor Signature

Date