



JOB DESCRIPTION

Title: Lead 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. Assist with coordinating services and supports for assigned individuals. Implement and evaluate effectiveness of person-centered outcomes. Develop and support opportunities for community inclusion and relationship-building. Maintain open and timely communication with support team members. Assist with the daily operations and scheduling of the program as assigned by the Program Supervisor. 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. Work closely with the Program Supervisor to assist with coordinating services and supports for an assigned group of 10-15 individuals.
3. Read, sign, and follow all individualized program plans for each person served. Maintain a working knowledge of individualized plans for assigned individuals and assist in training other staff and ensuring these plans are followed.
4. Assist in completing person-centered and vocational planning tools for assigned individuals.
5. Ensure the least restrictive interventions necessary to support achievement of personal goals. Observe implementation of these personal goals/outcomes on a routine basis for assigned individuals and report back to the Program Supervisor with any changes that need to be made.
6. Deliver, or assist in delivering, programming and class instruction to a small group of up to 10 individuals. Develop lesson plans or compile material to teach during these classes as assigned.
7. 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.
8. 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.
9. Promptly document related service information (outcome data, production levels, progress notes, etc.) and ensure this is consistently and correctly done for assigned individuals, including the entering of data into our online payroll system.
10. Transport individuals served to and from their community job as needed using a PAI vehicle or own vehicle (mileage reimbursed).
11. Communicate professionally and engage in problem solving approaches with assigned individuals' families and residences.

12. Work effectively as a team member. Act as a positive role model to other staff and lead by example.

SECONDARY RESPONSIBILITIES

1. Assist with scheduling community outings, programming, day to day responsibilities, etc. as assigned.
2. Assist with special projects, work floor management, and site tours/intake process as assigned.
3. Actively participate in staff meetings and contribute ideas.
4. Complete assigned trainings.
5. Be receptive to taking on new tasks as assigned, including opportunities to support individuals in the community or as a job coach off-site.
6. Demonstrate competency in appropriate safety and emergency policies.
7. Follow data privacy laws and HIPPA requirements.
8. Adhere to recommended transfer/lifting procedures and body mechanics.
9. Utilize adaptive equipment in an effective and safe manner.
10. 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.
4. Experience supporting individuals with intellectual disabilities.

Desired

1. Associate's or Bachelor's degree in a field related to human services.
2. 21+ years of age.

Skills and Experience

Required

1. Demonstrate effective oral and written communication skills.
2. Experience using technology including, but not limited to, computers, iPads, tablets, tv's, and smartboards. Proficient in Microsoft Word, Excel, and Outlook.
3. Ability to maintain professional and positive relationships with a wide variety of people, including the families and residences of individuals we serve.
4. Flexibility and ability to adjust to changing work demands.
5. Strong time management and organizational skills.

Desired

1. Experience supporting individual with intellectual disabilities in a 245D licensed service and/or familiarity with 245D licensing requirements.
2. Experience creating lesson plans and delivering programming/classes to a small group.
3. Experience implementing work adaptations for individuals with varying levels of abilities.

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