Where People with Disabilities Connect with the Community and the World

Job Title: Individualized Home Supports Professional (IHSP)

Department: Individualized Home Supports (IHS)

Reports to: Managing Employer (person receiving services and/or their representative)

SUMMARY / OBJECTIVE: Provide direct, person-centered support and services to individuals with disabilities in their own homes. Work effectively to ensure that the individual's preferences are met. Always ensure the safety and supervision of the person.

ESSENTIAL FUNCTIONS AND PRIMARY RESPONSIBILITIES: Reasonable accommodation may be provided 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 the achievement of personal goals.
4. Provide transportation to and from community outings for the individual, using your own vehicle (mileage reimbursed) or their own if specially adapted.
5. Provide training to the individual and document outcome progress. **(Intensive Support Services only)**.
6. Maintain accurate records of all services provided using Electronic Visit Verification (EVV) system.
7. Complete initial and ongoing training as assigned to comply with 245D licensing standards.
8. Maintain a professional demeanor and comply with all agency policies and procedures.
9. Demonstrate competency in appropriate safety and emergency policies.
10. Follow data privacy laws and HIPPA requirements.
11. Adhere to recommended transfer/lifting procedures and body mechanics.
12. Utilize adaptive equipment in an effective and safe manner.
13. Other tasks as assigned by the Managing Employer.

JOB SPECIFICATIONS

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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 variety of people.
3. Flexibility and ability to adjust to changing work demands.
4. Strong time management skills.

Desired

1. Experience supporting individuals with disabilities, preferably in a 245D licensed service.
2. Education or training in the human services field.

Employee Name (please print)
_____

Employee Signature _____ Date
_____

Supervisor Name (please print)
_____

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Supervisor Signature _____ Date _____