CDC RESOURCES, INC.
Job Description

Job Title: Direct Support Professional
Department: Group Home
Reports To: Group Home Supervisor/Intermediate Care Facility Hab Coordinator
FLSA Status: Non-Exempt

SUMMARY
Responsible to the Group Home Supervisor/Intermediate Care Facility Hab Coordinator for coordinated implementation of individualized care, training, and service programs designed to meet the needs of the individuals residing in one of the organization’s group homes.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Development of resident self-help, social and independent living skills.
ISP implementation.
Planning appropriate recreational activities.
Protection of consumers’ rights.
A working knowledge and implementation of CDC residential philosophies and procedures.
Family communication.
Participation in and successful completion of In-Service training.
Maintenance of safe and sanitary working environment.
Transportation of residents as necessary.
A working knowledge of Medication Administration.
Implementation of federal and state regulations.
Related responsibilities as assigned.
Look for ways to improve processes and efficiencies.
Maintain professional conduct.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be at least 18 years of age. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. No criminal history involving fraudulent, neglectful, exploitive, or abusive activities related to individual. Must be willing to work non-traditional hours (as required) to meet consumer needs (evenings, weekends, holidays). Valid Driver’s License and confirmation as an acceptable driver by the agency’s insurance company. Excellent work and personal references. Participation in and successful completion of in-service training, including but not limited to, Core A and B Medication training, CPR, First Aid and Non-Violent Crisis Prevention.
EDUCATION AND EXPERIENCE

Display an interest in and empathy for persons with developmental disabilities. Be a high school graduate, or have a GED, or demonstrate the ability to read and write adequately to complete required forms and reports and to follow written directions.

LANGUAGE AND SKILLS

Must possess visual and auditory skills to monitor consumer activities. Reading and writing skills as needed to complete documentation. Possess interpersonal skills necessary to work productively with consumers.

PHYSICAL DEMANDS

Be in adequate physical health to perform the job tasks required. Some heavy lifting may be required. Must be able to transfer and utilize CDC approved training when physical intervention is required. Must be able to stand, walk, climb, or balance, stoop, kneel, crouch or crawl. Must be able to deal with bodily fluids/functions. Must be free from communicable disease with a negative TB test or chest x-ray.

WORK ENVIRONMENT

This group home is non-institutional, it is a home setting for the residents. The noise level in this environment is moderate. In some situations the noise level could be loud. Individual must be able to work with limited supervision. May work with residents in community settings.

DRESS CODE

When doing direct care in the resident’s home attire can be casual. Going out in the community clothing should be clean, pressed, appropriate attire. Closed toe shoes are preferred. (See Employee Handbook for rules/regulations).

I have read, understand and can perform the above job description.

____________________________________________________  __________________
Employee Signature                                            Date

____________________________________________________  __________________
Supervisor Signature                                           Date

CDC10/07;1/08; 2/08; 03/08; 05/08; 07/08; 08/08;09/08; 10/08; 01/09; 02/09; 03/09; 04/09; 05/09; 07/09; 08/09REV.08/09; 09/09; 10/09; 01/10; 02/10; 03/10REV. 03/10; 05/10; 07/10; 08/10; 09/10REV.12/10; 02/11; 03/11; 04/11; 05/11; 07/11; 10/11; 11/11; 01/12; 03/12; 05/12; 07/12; 8/12; 9/12; 10/12; 01/13; 3/13; 5/13; 7/13; 8/13; 10/13; 1/14; 2/14; 5/14