

CDC RESOURCES, INC.
Job Description

Job Title: Direct Support Professional
Department: Supported Living Services
Reports To: SLS Supervisor
FLSA Status: Non-Exempt

SUMMARY

Support consumers living in own housing or with family by providing residential habilitation and supports. Assist consumers to maintain adequate functioning/living environment, teaching skills aimed at increasing independence. Provide respite care. Complete timely/accurate documentation. Attend staff meeting and regular training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Have good communication and interpersonal skills and the ability to deal effectively, assertively and cooperatively with a variety of people.

Assist consumer to acquire, retain, or improve skills in a wide variety of areas that directly affect the ability to reside as independently as possible.

Train/assist consumers in developing independent daily living skills: including but not limited to routine housekeeping tasks, administration of medications, attending medical appointments, money management, nutrition, grocery shopping, personal hygiene, proper use of appliances and adaptive/assistive devices, home safety, first aid, and emergency procedures.

Assist in the implementation of State approved and Human Rights Committee approved Behavior Plans, which are written for individual consumer when needed.

Provide socialization assistance/training which aids in home living and community participation.

Provide transportation as needed to complete above activities as stated in the individual service plan.

Work with consumer and/or family on goals identified in ISP (Individual Service Plan).

Participate in person-centered planning by assessing consumer's progress and helping identify new goals or services.

Complete all required written documentation and supporting reports of services provided.

Manage a variable work schedule with good attendance and punctuality.

Complete ongoing in-service and other educational training.

Ability to be contacted if needed.

Maintain ethical relationships with consumers by interacting respectfully, fostering independence, and refraining from neglectful, abusive, or exploitative actions.

Communicate effectively with staff team, family, and other stakeholders.

Look for ways to improve processes and efficiencies.

Other responsibilities as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least 18 years of age. No criminal history involving fraudulent, neglectful, exploitative, 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 of agency insurability as an acceptable driver (subject to position). Must maintain reliable transportation. Excellent work and personal references required.

EDUCATION AND EXPERIENCE

Display an interest in and empathy for persons with developmental disabilities. Ability to obtain CPR and First Aid certification, Core A medication training, Fire Extinguisher Training, and Emergency Procedure Training.

LANGUAGE AND COMMUNICATION 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 as a team member.

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

The noise level in this environment is moderate. In some situations the noise level could be loud.

DRESS CODE

When doing direct care in an individual’s home attire can be casual. Going out in community clothing should be clean, pressed, appropriate attire. Closed toe shoes are preferred. (See Personnel Manual for rules/restrictions)

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

Employee Signature

Date

Supervisor Signature

Date

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