

## DSP Specialist - Revised 8/17

**REPORTS TO:** Day Services Lead Manager/QIDP or Community Waiver Lead Manager

**SUPERVISES:** No one

**STATUS:** Non-Exempt

**JOB OBJECTIVES:** Responsible to complete and maintain appropriate documentation needed for the Day Services and Community Waiver Program by established deadlines and providing DSP services in the Day Services program

### **ESSENTIAL JOB FUNCTIONS:**

#### **-As a DSP Specialist in the Day Services Program**

- Check and make corrections to daily notes and complete event maps as needed
- Review all electronic client documentation of services for accuracy, including event maps, attendance, narrative and goals
- Provide periodic reminders and direction to staff on proper documentation of services as required
- Lock maps by established timelines
- Enter client goals into electronic documentation system and update monthly or as needed
- Attend ISP meetings and other meetings as required
- Assist in the compilation of data for Outcome Management reports and other reports as required
- Prepare and evaluate ISP training documents for DSPs when new staff is hired and following each ISP within established deadlines
- Complete monthly summaries
- Complete one-on-one activities in Day Services
- Act as a sub when regular staff are on vacation or call in sick

#### **--As a DSP Specialist in the Community Waiver Program**

- Participate in initial placement conferences and annual reviews as required;
- Assess each client's developmental needs and participate in the development, implementation, and evaluation of Individual Support Plans (ISP), Person-Centered Plan (PCP) and other identified documentation as required by department;
- May develop measurable client goals and enter them into CASPer;
- Assist client in participation and training on outcomes and track progress in CASPer or in written documentation submitted within established timeframes;
- Train clients in basic nutritional needs & money management as needed;
- May monitor each client's spending, helping clients develop and maintain budgets; complies with agency fiscal monthly auditing process;
- If not Rep Payee: Organize and sort all incoming bills and give to Rep Payee monthly. Assist in the payment of bills
- If individual manages their own finances: Organize and sort incoming bills to assure they are paid by due date. Assist client to write out checks; pay, coordinate and mail bills by due date
- May set appointments and transport clients to appointments, grocery, doctor, etc.;
- Communicate with supervisor, Health Services Coordinator (HSC) and/or Case Coordinator (QIDP) on a timely basis regarding any personal difficulties an individual may experience;
- May provide direct assistance with daily living and incidental personal maintenance to ensure client is clean and has a clean environment;
- May assist with setting up medications that are ordinarily self-administered, if necessary; assure the MAR has been completed monthly; train all staff working with individual on new medications and MAR completion
- May provide assistance with completing essential chores, such as: housekeeping, other errands essential to housekeeping, prescription pick-up, meal preparation/nutrition, shopping, including planning and putting food away;

- May coordinate or oversee the medical needs (doctor appointments, medication, etc.) of clients and communicates the information to the Case Coordinator (QIDP) and/or Health Services Coordinator (HSC)
- Participate in developing, implementing and evaluating the curriculum;
- Develop, maintain, and coordinate client services schedule for clients on caseload;
- Write, complete, and/or maintain reports, records, plans, client files and other paperwork as required;
- Supervise and assist clients during training activities;
- Provide integration training in the community;
- Track unit's utilization monthly and adjust schedule as necessary to maximize service hours;
- Develop schedule of services and communicate/distribute to involved parties which may include other staff, clients, client families, etc.

### **GENERAL JOB FUNCTIONS**

- Ensure conformance with regulatory agencies of federal, state and local government, specifically related to programming, services, and related agency operations;
- Follow JRDS client information privacy & security policies & procedures;
- Serve as client advocate to ensure clients' civil and human rights are protected;
- Follow JRDS Personnel Policies and Procedures;
- May require physically lifting or transferring of clients served who are unable to stand, walk, or bear weight and need assistance. Some clients may require the use of a wheelchair;
- Provide behavioral management training, as needed;
- Select, request, order and maintain training supplies and equipment; predict budgetary needs;
- Provide guidance to the client/family and/or others through explanation and interpretation of the specified service, process, procedures and outcomes and their application to daily life;
- Participate in program and agency meetings, trainings as required;
- Provide CPR and first aid as needed;
- Other duties as assigned.

### **CRITICAL SKILLS/KNOWLEDGE/ABILITIES:**

- Ability to operate a computer and applicable computer programs;
- Ability to effectively communicate verbally and in writing with supervisor, co-workers;
- Ability to maintain effective, cooperative, and work relationships;
- Ability to train staff on ISP changes
- Ability to establish and enforce standards for self and clients;
- Ability to effectively organize and prioritize workload.

**JOB STANDARDS:** Accredited High School diploma or High School equivalent preferred plus two years job related training/experience and computer experience. Training/experience with I/DD clients a plus First aid and CPR certification and completion of Med Administration Curriculum required. Must be free of communicable disease and submit to Mantoux testing prior to beginning employment. Must be willing to receive training in aggression management skills/crisis intervention

**EQUIPMENT:** Must be able to operate office equipment including telephone, copier, calculator, computer and other program equipment as job requires

### **PHYSICAL REQUIREMENTS:**

Duties are performed alone or directly with clients, supervisor, co-workers in a cooperative effort to achieve objectives and answer questions

**WORKING ATTIRE:** Agency dress code should be followed per the Personnel Policies manual.

**Signatures below indicate review of the job description**

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Date**