

## (DSP) Direct Services Provider –10/15

**REPORTS TO:** Home Manager or Community Waiver Coordinator or Day Habilitation Lead Staff or Day Services Lead or OBRA Lead Staff

**SUPERVISES:** No One

**JOB OBJECTIVES:** Provide comprehensive supervision, training, and assistance in the areas of daily living skills and/or community integration; complete required paperwork; may provide supervision, training & assistance in prevocational training; assist with client assessments.

**STATUS:** Non-exempt - refer to personnel policies for detailed explanation.

### **ESSENTIAL JOB FUNCTIONS:**

- Supervise, teach, assist & monitor clients at all times, could include arrival/departure, lunch/break, during sleep hours, restroom, etc.;
- Assist client in participation and training on outcomes and track progress in CASPer or in written documentation submitted within established time frames;
- Participate in developing/implementing/evaluating the department curricula and Individual Support Plans (ISP) and attend annual meeting as required;
- Assess each client's developmental needs and participate in the development, implementation and evaluation of Individual Support Plans (ISP), Person Centered Description (PCD) or Individual Profile (IP) as required by department;
- Report (verbally and in writing) to supervisor, QIDP, health care coordinator and/or family any changes in the individual's condition and needs;
- Supervise, assist, enable and encourage clients with personal needs (e.g., personal hygiene, bathing, bathroom assistance, basic nutritional needs, money management, daily living, incidental household chores, respite care, etc. as needed);
- May require physically lifting or transferring of clients served who are unable to stand, walk, or bear weight. Some clients may require the use of a wheelchair;
- Provide behavioral intervention as needed following client's Behavioral Management Plan (BMP), if any, which may include dealing with behaviors of different levels of intensity;
- Write, complete, and/or maintain CASPer documentation, reports, records, logs, plans, client files, and other paperwork as required per departmental guidelines;
- May be required to track unit utilization monthly to maximize service hours and adjust schedule as needed;
- Successfully complete Medication Administration Curriculum Training; administer, obtain, inventory and distribute medications and supplies as required; may assist with setting up medications ordinarily self-administered;
- May accompany and assist individual in accessing community resources, doctors appointments, shopping and related activities; may require driving to/from locations;
- May assist with extension of therapy services, ambulating and exercise;
- Ensure home or training area is maintained in clean, safe and sanitary manner;
- May select, request, order and maintain training supplies and equipment as required;
- May perform basic interior/exterior maintenance as necessary; may provide assistance with yard clean-up as required which is defined as lawn mowing, raking and snow removal;
- Perform and provide CPR and first aid as needed;
- Attend and participate in agency and job-related meetings and training;
- Serve as client advocate to ensure clients' civil and human rights are protected;
- 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;
- Follow JRDS Personnel Policies & Procedures;
- Other duties as assigned.

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

- Thorough knowledge of agency policies, procedures, and guidelines;
- Working knowledge of behavior and aggression management and how to implement;
- Working knowledge of federal/state regulations, source materials and references relating to and governing the program;
- Working knowledge of JRDS applicable computer systems & programs;
- Ability to effectively communicate verbally and in writing with supervisor, board members, co-workers, clients and the general public;

- Ability to maintain effective, cooperative and productive work relationships;
- Ability to maintain and complete appropriate records and reports for federal, state and regulatory requirements;
- Attend and participate in agency/job-related in-service, training, meetings;
- Ability to establish and enforce standards for self and clients;
- Ability to develop and implement ideas with supervisory approval;
- Ability to compose, complete and maintain required paperwork;
- Ability to effectively request and maintain agency materials/equipment;
- Ability to effectively prioritize work;
- Ability to anticipate problems and initiate corrective action;
- Ability to make practical application of policies/procedures to assigned tasks;
- Ability to perform and provide CPR and first aid;
- Thorough knowledge of Universal Precautions;
- Ability to legally and safely operate a motor vehicle.

**JOB STANDARDS:** High school diploma or HSE equivalent plus training or work experience in a related field preferred. CPR and first aid certification and successful completion of Med Administration Curriculum required. Must be free of communicable disease and submit to Mantoux (TB) testing prior to beginning employment. Must be willing to receive training in aggression management/crisis intervention if required. Excellent work references required. Sign language would be beneficial.

**EQUIPMENT:** Ability to operate office equipment including computer, fax, copier, telephone, calculator, other office equipment. Must be able to legally and safely operate a motor vehicle, including wheelchair lift van.

**RESPONSIBILITY:** Work is assigned by supervisor and may consist of detailed instructions. Assignments are usually carried out using standardized procedures. When guidelines do not exist, good judgment should be exercised in selecting and adapting methods/procedures to fit unusual or complex situations, and supervisor is to be advised/consulted on concerns about new/unique tasks. Essential job functions (expectations) are subject to change per state regulations and/or client or program needs.

**HEALTH AND SAFETY:** Employee is to assure health and safety of self and others by following all applicable agency policies, laws, and regulations. The following policies apply: posted health and safety policies, Universal Precautions, Emergency Action Plan; however, this list is not all inclusive and may be changed as required. All staff are evaluated on health and safety, and will be disciplined for violating policies. Employee is to participate in required training, which may include appropriate agency drills (i.e. fire, tornado, evacuation, etc.).

**PERSONAL RELATIONSHIPS:** Duties are performed alone or directly with clients, client families, supervisor, co-workers, and the general public in a cooperative effort in achieving objectives and answering questions.

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

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date