



POSITION TITLE:	DIRECT SUPPORT PROFESSIONAL (DSP)
POSITION TYPE:	NON-EXEMPT
REPORTS TO:	(SEE PAGE 5 FOR SUPERVISOR

POSITION PURPOSE: Responsible to attend to personal health care needs and perform person-centered activities designed to assist individuals with disabilities to learn, maintain, or increase their independent functioning skills. May also include areas of entertainment, relaxation, and education. Activities may occur in individual's home or group settings within the agency or in the community. May also provide support to the industrial operation through completion of assigned tasks which is essential to revenue producing production. May be asked to provide supervision in various programs per the individual program plan(s).

ESSENTIAL FUNCTIONS:

1. Maintain a positive and enthusiastic attitude to promote learning.
2. Plans and implements daily schedule for community based programming and classroom activities that support community involvement.
3. Maintains records, reports, and data, as required, to maintain compliance with funding sources, CARF, agency requirements and National Council on Aging (NCOA) (depending on program assignment).
4. May transport individuals or groups to and from the agency or to various activities. May be required to assist with wheelchairs and walking devices.
5. May be required to keep license, insurance and registration for vehicle driven, up-to-date. Will be required to submit to a Department of Motor Vehicles (DMV) driver's check; may be done annually by Paladin or Paladin's insurance company. Or, may be required to obtain a PPC license.
6. Provides 1:1 or small group training to address individual clients (participants) needs such as those indicated on the individual program plan.
7. Implements behavior plans as designed to maximize behavior management concerns of clients (participants) served.
8. Distributes medications to clients (participants) assigned; responsibility is shared with co-workers.
9. Requires lifting of individuals to assist with personal care needs and provides feeding assistance to clients (participants) needing such help.
10. Provides client supervision to insure compliance with health and safety standards and to provide a safe, secure environment in which basic human needs are met.
11. May include hours other than agency stated hours of 7:00 a.m. to 4:00 p.m. including holidays & weekends based on program.
12. Will follow all agency policies and procedures regarding the use and release of confidential information and confidential PHI (protected health information).
13. Will adhere to all agency policies and procedures regarding ethics, client rights and dignity of persons served.
14. Adheres to Universal Precautions for all functions, uses protective equipment as necessary.
15. Shall perform any other job related function as assigned.

Habilitation Services additional essential functions:

1. May be required to complete training curricula for Program Assistants in Adult Day Services developed by the National Council on Aging (NCOA) if assigned primarily to the Adult Day Program.
2. May provide complete or assistive care in personal health care needs such as toileting and feeding, i.e. changing Depends, peritoneal care, showering, and brushing teeth.
3. Coordinates food service curriculum and food service training to clients at Paladin or required sites. May be required to obtain Serve Safe certification.
4. Required to complete training curriculum and implement activity calendars for classroom use.

Pre-Vocational Services additional essential functions:

1. May be required to set up and tear down daily production jobs as required.
2. Provide structured activities when paid work is not available.
3. Maintain a clean and neat work area and performs routine housekeeping tasks as related to the safe environment.
4. Provide instruction and training to clients (participants) on work tasks and implement work adjustment techniques from individual program plans.
5. May provides complete or assistive care in personal health care needs such as toileting and feeding.

Creative Concepts additional essential functions

1. Provide services as indicated on the individual program plan.
2. Prepare and communicates short directions on each craft or art work to use.
3. Have a variety of completed samples of craft or art work to use as display items.
4. Responsible for keeping inventories of all crafts & art supplies and equipment.
5. Maintain arts & craft area and supplies/tools in clean and orderly working condition.

Computer Lab additional essential functions:

1. Provide services as indicated on the individual program plan
2. Serves as the focal point for incoming requests for computer training; participates in meetings with staff assigned to persons with varying disabilities with lab goals and/or other individuals assigned to the technology lab.
3. Designs, develops, administers and analyzes the results of training needs assessments.

Residential additional essential functions:

1. May provide complete or assistive care in personal health care needs such as toileting and feeding, cooking, i.e. changing Depends, peritoneal care, showering, and brushing teeth.
2. Provide routine housekeeping and yard work to ensure participant health & safety.
3. Assist participant(s) with shopping and budgeting money.
4. Assist participant(s) with Individual Habilitation goals.
5. Follow high risk plans to ensure the health and safety for participants.
6. Assist participants with medical appointments.
7. Assist participant(s) with medication administration as needed.
8. Complete required documentation for the participants served.
9. Turn in required documentation according to the specified deadline or per direction of the supervisor.

ADDITIONAL RESPONSIBILITIES:

1. Attends meetings, in-services, and professional development activities, as necessary.
2. Assists to maintain inventory of program supplies and equipment to conduct classroom and community based activities.
3. May require driving to participants' residences and/or transporting to and from community sites for programming.

KNOWLEDGE AND SKILLS:

1. Good public relations and communication skills.
2. Ability to recognize and respond to medical and emergency needs.
3. Basic knowledge of various disability types and the impact of functional limitations in developmental learning.
4. Basic knowledge of curriculum planning and instruction of classroom activities.
5. Valid driver's license or PPC license (if required). Good driving record.
6. Must provide Paladin, Inc. with on-going, up-to-date "proof of vehicle insurance" in employee's name for vehicle driven while working for Paladin.
7. Basic knowledge of local community organizations' activities and events.
8. Ability to independently organize time and duties to meet work floor and consumer demands.
9. Basic math skills.

COMMUNICATION SKILLS:

Consumers (participants) Daily personal contact to implement behavior plans, provide positive reinforcement, teach activities, and provide conflict resolutions.

Staff: Frequent daily personal contact to coordinate program information, consistency, and coordination of services.

Caregivers: Daily written and/or verbal communication to share requested information.

Supervisor: Periodic personal contact, as needed, to communicate program needs, needs for assistance, scheduling, and input into client (participant) program plan development.

Community: Ability to investigate and facilitate community opportunities for clients (participants) while favorably representing the agency and enhancing the public's disabilities awareness.

PHYSICAL REQUIREMENTS:

- a. Frequent lifting; may require team lifting up to 150 lbs.
- b. Bending, reaching, pulling, to assist consumers (participants) with toileting needs.
- c. Quick reflexes and skill in non-aversive crisis intervention.
- d. Ability to project voice, listen, and to observe classroom areas.
- e. Frequent lifting and carrying up to 75 lbs.
- f. Standing and walking majority of the day.
- g. Sitting to write records and in meetings.
- h. Speaking, hearing, visual ability to communicate.
- i. Ability to project voice, listen and observe program areas.
- j. Subject to frequent interruptions
- k. Frequent hand washing
- l. Quick reflexes and skill in non-aversive crisis intervention.
- m. Capacity to handle extremes in environmental conditions (i.e. heat, cold).
- n. May be subject to hostile and emotionally upset individuals throughout the day.
- o. May be subject to infectious diseases.

MENTAL REQUIREMENTS:

- a. Patience and diplomacy in dealing with difficult clients (participants), staff, family members and agency staff.
- b. Ability to observe significant changes in conditions or actions of clients (participants).
- c. Ability to work with minimal supervision.
- d. Initiative and flexibility to handle changes in routine.
- e. Compassion and concern for the well-being of people with disabilities.
- f. Ability to work as a team member.
- g. Ability to handle multiple tasks and/or demands of one's time from others.
- h. Must be proficient in basic math skills; addition, subtraction, fractions, multiplication, and division.
- i.

TOOLS AND EQUIPMENT THAT MAY BE USED

- a. Hoyer Lift and other assistive devices
- b. Hand tools
- c. Tape Machines
- d. Shredder Machine
- e. Computers and software
- f. Audio/visual equipment
- g. Power stapler gun
- h. Calculator
- i. Personal vehicle
- j. Chemicals, such as paints, clay, solvents, hardeners
- k. Audio visual equipment
- l. Agency vehicles with or without vehicle tie downs/lift
- m. Other equipment as necessary

EDUCATIONAL REQUIREMENTS/JOB EXPERIENCE:

High school diploma or equivalent preferred
One to two years' experience in social services, special education, nurse's aide, and/or working with people with disabilities preferred.

ADDITIONAL REQUIREMENTS:

- a. Compassion and concern for the well-being of persons with disabilities.
- b. Must adhere to all necessary safety requirements.
- c. Responsible for the safety of all staff and clients (participants) under your supervision.
- d. Understands the need for maintaining professionalism at all times.
- e. May pursue grant opportunities and/or special projects.
- f. May be asked to serve on various agency committees.

I have reviewed and received a copy of this job description and a copy of the Department/Agency Organizational Chart that includes the names of current persons in each department, my supervisor's name, and my HIPAA classification.

Note: Various programs require driving (therefore, DMV checks and personal insurance may be required).

Notice: This job description is not intended to be, nor should it be construed as a contract for employment. Paladin, Inc. makes no guarantee of permanent employment. This job description is to be used as a guideline to give you an understanding of what Paladin has defined this position to be.

CFO Human Resources/Job Descriptions/Rehabilitation

File: DSP 12-4-2013; 4-17/2014; 5-12-2014; 6-23-2015 Current

S:AA Paladin Policies-Procedures/Human Resources/Job Descriptions/Consumer Related

File: DSP 8-4-2015; 7-2016; 8-2017