

Job title	<i>Direct Support Professional (DSP)</i>
Reports to	<i>Group Home Manager</i>
Part Time & Full Time	<i>Rate of Pay: \$11.50 to \$12.75 per Hour (Nonexempt)</i>

Job purpose

To provide support, and advocate for, the quality of life and personal preferences of adults with intellectual disabilities, giving them the tools for self-advocacy and to live independently in the least restrictive setting.

Duties and responsibilities

- To foster dignity and independence for persons served.
- Understand and protect the rights of persons served in accordance with Residential Support Services (RSS) policies, and all State and Federal regulations and guidelines.
- Arrive to assigned shifts as scheduled.
- All shifts require staff to be awake and alert.
- Implement outcomes as developed in the PSP.
- Monitor individuals to ensure safety in regard to medical, health, behavioral and environmental issues.
- Engage clients in recreational and leisure activities of their preference as directed by your manager and in accordance with RSS policies.
- Assisting the clients to maintain the upkeep and cleanliness of their homes by following chore lists and communicating deficiencies to staff or maintenance departments as required.
- Adhere to the menu and prepare and serve nutritious, home-style meals.
- Follow clients' daily schedules including hygiene needs (to include, but not limited to lifting, transferring, toileting and showering), vocational activities, outings including shopping, and preferred activities.
- Complete all required charting, T-logs, communication logs, and any other documentation required for the group home.
- Conduct monthly fire drills.
- Become certified in First Aid and CPR and pass the Medication Administration Certification within the allotted timeframe (first 30 days of employment).
- Pass tier I of the College of Direct Supports in the timeframe required by RSS policy (within 6 months).
- Duties are subject to change at the discretion of the Executive Director, after consultation with Residential Manager and/or the group home manager.

Qualifications

- High degree of empathy and compassion for others
- Able to pass a criminal background check (State Mandated)
- Patience and active listening skills
- Dependability
- Computer literacy preferred
- Related work experience preferred

Working conditions

This job will require working with clients in their homes and in the community. Residents will be supported all hours and days (weekends and evenings included). Preferred candidates will be able to interact in a positive, productive and professional manner with coworkers, and with clients that have a wide array of mental, cognitive, physical, and social barriers to living successfully in the community

Physical requirements**Hours in a workday**

Sitting 1 2 3 4 5 6 7 8 9 10 11 12 13 14
 Walking 1 2 3 4 5 6 7 8 9 10 11 12 13 14
 Standing 1 2 3 4 5 6 7 8 9 10 11 12 13 14

Surface/Terrain: Carpet, Flooring Concrete and General Outdoor Terrain

Key S – Seldom O – Occasionally (1 hour to 2 ½ hours)
 F - Frequently (3 – 5 hours) C – Continuously (5 hours a shift or more)

Activity	0-10lbs	11-24lbs	25-34lbs	35-50lbs	Over 50lbs
Lifting Knee High	F	F	O	S	S
Lifting Waist High	F	F	S	S	S
Lifting Overhead	S	S	S	S	S

Bending: F Squatting: O Crawling: S Climbing: O Kneeling: S
 Reaching Above Shoulder Height: O Pushing: O Pulling: S

Dexterity:

Simple Grasping Yes X No
 Firm Grasping Yes X No
 Fine Manipulation Yes X No

Environmental Conditions:

Required to work outdoors summer - Yes
 Required to work outdoors winter – Yes
 Exposed to fumes – Yes
 Exposed to dust – Yes
 Exposed to gases – No
 Exposed to noise/vibrations – Yes
 Exposed to physical aggression from others – Yes
 Exposed to offensive odors/sights – Yes
 Exposed to blood borne pathogens – Yes
 Uses machines, tools and equipment on the job – Yes
 Uses protective equipment on the job – Yes

Approved by:	<i>Jim Uecker, Executive Director</i>
Date approved:	7.23.20
Reviewed:	7.23.20

I have read and understand my entire job description and the responsibilities as outlined above. I agree to maintain confidentiality about all aspects of my job as they relate to the individuals and the corporation. I also understand that this corporation reserves the right to revise or change my job duties and responsibilities as needed by business demands.

Staff Printed Name: _____

Staff Signature & Date: _____

Residential Support Services is an equal opportunity employer. Employment is based upon personal capabilities and qualifications without discrimination because of race, sexual orientation, color, national origin, religion, creed, sex, age, physical or mental disability, marital status, genetic information, veteran, disability status or any other protected characteristic as established by law.