



DIRECT SUPPORT PROFESSIONAL (RESIDENTIAL)

Department: RESIDENTIAL SERVICES
FLSA Status: Non-Exempt
Grade/Level: 12
Work Schedule: As assigned

Job Status: PT/FT
Reports To: DIRECT SUPPORT SUPERVISOR
Amount of Travel Required: 15-35% PERSONAL VEHICLE
Positions Supervised: NONE

POSITION SUMMARY

Provide direct support to persons with Developmental Disabilities in community based residential settings.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Responsible for supporting people in becoming a part of their community including: developing natural supports, recreational activities, shopping, medical appointments, and accessing other community resources and events.
- Provide support in maintaining consistent family contact to the extent desired by the person, and informing family members of upcoming events.
- Provide support in coordinating family and friend visits and providing a welcoming and respectful environment for those visits.
- Responsible for assisting team members with the identification of individual preferences and incorporating these preferences into everyday services.
- Responsible for assisting team members in the assessment and implementation of individual training programs.
- Responsible for carrying out behavioral support plans and documentation of such support plans.
- Responsible for supporting individuals in looking appropriate when in the community or at home including cleanliness, groomed hair, and clean clothing.
- Responsible for supporting individuals with basic care and hygiene such as toileting, bathing, eating, changing briefs, and respecting preferences for these types of supports.
- Responsible for respecting personal preferences in repositioning in bed, recliners, or other sitting environments. Also includes location within rooms, commons areas, room temperature, and noise levels.
- Responsible for respecting comfort needs when purchasing clothing including size, comfort, waistband, and age appropriateness. Also includes respecting sensitivities and preferences in purchasing personal hygiene products.
- Responsible for notifying the Direct Support Supervisor and Nursing Dept. of any changes in individual medical condition. Also includes supporting individuals with preventative health care such as self-testicular and breast exams.
- Responsible for all aspects of safe medication administration.
- Responsible for supporting individual's in maintaining a clean living space including rooms and personal belongings.
- Responsible for following menus, recipes, diet recommendations, and nutritional recommendations. Also includes ensuring that meals are cooked and served at proper temperatures, adhering to hygiene and sanitation standards in the kitchen and eating areas, and accurate completion of all dietary documentation. Respect to preferences is also considered including spices, texture, and temperature.
- Responsible for the following maintenance and household upkeep items: cleaning and maintenance items as assigned, completion of laundry tasks, reporting maintenance and repair items to the Direct Support Supervisor, snow removal and application of ice salt, and maintenance of wheelchair and other adaptive equipment.
- Administrative responsibilities include: attending meetings and in-services as assigned, safe and correct vehicle operation, using correct channels of communication, informing supervisor of important messages and information, working shifts as assigned, and complying with NHTC's policies, standard operating procedures, and employee handbook.
- Provide support in specific individual interests including: hobbies, accessing local restaurants, community events, sporting events, clubs and organizations, and other activities of personal interest.

- Responsible for respectfully communicating with fellow co-workers including: collaborating in positive and constructive ways with co-workers, positively resolving conflict and concerns, actively participating in problem solving, and seeking out educational opportunities.
- OTHER JOB DUTIES AS ASSIGNED.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED)

Experience: No prior experience necessary

Computer Skills: Word processing, web based documentation

Other Requirements

Valid driver's license with a clean driving record to the satisfaction of our insurance company, Hep B immunization and TB testing

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	F (Frequently)	51-100 lbs	F (Frequently)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	F (Frequently)
Crawl	N (Not Applicable)	13-25 lbs	F (Frequently)
Squat or Kneel	F (Frequently)	26-40 lbs	C (Constantly)
Bend	F (Frequently)	41-100 lbs	C (Constantly)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Program Manager: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.