

Community Options, Inc.
Direct Support Professional Job Description (DSP)

PURPOSE: To provide service and support to people with developmental disabilities in order to help them achieve more meaningful and productive lives in accordance with the values statements of Community Options, Inc. (COI). Provision of service takes place in a variety of locations including COI facilities, supported employment and in the community-at-large. Person Centered Planning (PCP) takes place with all clients and staff participate in the planning and implementation of the PCP.

QUALIFICATIONS:

1. High school diploma or GED required.
2. Valid Colorado driver's license and a driving record acceptable to COI's insurance company.
3. Acceptable criminal background check.
4. Ability to successfully complete Medication Administration Examination and First Aid/CPR within 90 days of hire.
5. Related experience preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Assignments of duties will be made according to agency need to provide services to people receiving services. Staff may be assigned to a variety of COI settings including the community-at-large. Assistance for each individual served can range from occasional verbal reminders to total assistance by staff according to the individual's level of functioning.

Service Provision: Service provision begins with an annual Service Plan (SP) for each individual served, which may change throughout the year.

1. Provide services and supports as identified in each assigned person's Service Plan, such as: respite, personal care, homemaker services, community integration activities, intensive habilitation, supported employment, residential care, mentorship, medical appointments, and other activities. Provide assistance with social interaction skills such as communication, leisure activities, treatment toward self and others and may include behavioral supports and service.
1. Participate in the development and writing of goals for the persons served that are person centered and may write ISSPs that will help the individual meet that goal with the input of the Manager and Coordinator and ensure implementation and documentation.
2. Administer medications according to the State of Colorado approved guidelines.
3. Ensure client schedules are implemented in timely fashion as designated by the SP and/or the Manager.
4. Accurately and legibly complete skill training, progress notes, personal care, medication administration records and other work-related documents.
5. Observe clients for signs of illness or changes in health, demeanor and behavior and report as per protocols.
6. Use agency vehicles to transport persons served to and from day programming, community employment, community activities and appointments.
7. Ensure a healthy, clean and safe environment.

Documentation & Implementation:

1. Participate in the creation and writing of developmental SP goals and any regular reviews.
2. Interact with all individuals and staff with appropriate voice tone, level and pitch, language used, gestures and physical movements in compliance with individual rights while respecting the rights of individuals and staff.
3. Accurate, legible and timely completion of all skill training, progress/contact notes, personal care, medication administration records, time sheets, leave requests, work orders, accident and incident reports and other work-related documents.

Other Essential Duties:

1. Attend work as scheduled (on time) which includes mandatory training sessions, staff meetings and meetings with managers. Schedules may require work during any shift (days, swings or graveyard) and may include weekends and holidays.
2. Work with minimal supervision and recognize situations where assistance is necessary.
3. May include taking the on-call phone for a variety of reasons with appropriate compensation.
4. Comply with all duties, policies, procedures, protocols and all other written or verbal directives.
5. Promote and maintain appropriate professional and ethical relationships in accordance with policies, rules and regulations.
6. Satisfactorily complete other duties as assigned.

PHYSICAL DEMANDS/ENVIRONMENTAL CONDITIONS: Work as a DSP is physically demanding. DSPs spend numerous hours standing and walking and may perform tasks that may be unpleasant including personal care. In addition, people receiving services may be confused, irrational, agitated or uncooperative. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job and will vary depending on the clients who are assigned to staff.

1. DSPs must guard against back injury because they may need to move clients in/out of beds, wheelchairs, vehicles and commodes. DSP's are trained on and required to follow proper body mechanics and procedures for lifting/moving clients.
2. DSPs must occasionally lift and/or move up to 50 pounds alone and up to 100 pounds with assistance.
3. DSPs must exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently.
4. The employee is frequently required to walk; use hands to finger, handle, or feel and reach forward with hands and arms. The employee is occasionally required to sit, stoop, kneel, or crouch.
5. Interact with all individuals and staff at all times with appropriate voice tone, level and pitch, language used, gestures and physical movements in compliance with individual rights while at all times respecting the rights of individuals and staff. ~~RSA~~
6. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
7. Specific talking abilities required for this job include expressing or exchanging ideas by means of spoken word. This is especially crucial when detailed or important spoken instructions must be conveyed to other workers accurately.
8. Specific hearing abilities required by this job include perceiving the nature of sounds at normal speaking levels with or without correction, having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
9. DSPs may be subject to chemicals and infectious diseases. DSP's are trained on and required to follow Universal Precautions.

Supervision: The Direct Support Professional is supervised by the appropriate Manager. The Direct Support Professional has no supervisory responsibilities.

I have read this job description and can perform all the essential duties of the position with or without reasonable accommodation.

Printed Name

Signature

Date