



Client Community Services, Inc

Job Description

Job Title: Direct Support Professional (DSP)

Reports to: Program Supervisor

Staff Position Supervises: None

Position Description: The Direct Support Professional provides care for consumers who have developmental and or physical disabilities. The DSP position is responsible for providing direct support, positive direction, and assistance to consumers in accordance with program policies, procedures, and personal outcome measures.

Primary Responsibilities

1. Provide support and training to consumers as identified in the Coordinated Service and Support Plans (CSSP) e.g. meal planning, cooking, cleaning, shopping, laundry, money management, self-advocacy, transportation, solving day to day problems, social interactions). Complete all assigned documentation. Ensure consumers' physical and mental needs are being cared for which includes personal cares as needed.
2. Assist the consumers in planning and implementing individual or small group social and recreational activities.
3. Assist consumers in the maintenance of a clean and safe home environment.
4. Work scheduled hours to meet program needs. At times program needs can change and can result in a change of hours, e.g. vacation requests, holidays, sick days, emergencies, change in the needs of the home.
5. Obtain and maintain all required certifications and trainings as stated per CCSI policy and the Consolidated Rule licensing, e.g. Medication Administration, CPR, First Aid, Blood Borne Pathogens, and all other mandated trainings.
6. Has knowledge of and be able to implement emergency/disaster procedures. Ensure consumers' safety according to CCSI policies, procedures, and programs located in the Emergency Response Plan.
7. Ensure the consumers' dignity and confidentiality is kept at high standards. Staff will be trained in HIPAA standards and expected to ensure confidentiality of consumers' private information, e.g. individual records, medical information, program materials.
8. Complete routine tasks without direct supervision.
9. Attend staff meetings as required by supervisor.
10. Support CCSI's Mission Statement and Code of Ethics.
11. Carry out requests or other responsibilities as assigned by the Program Supervisor.

Professional Expectations

1. DSPs will follow the policy and procedures as established by their Program Supervisor, QDDP, CEO, and CCSI Board of Directors. All employees of CCSI are expected to conduct themselves in a professional manner.
2. Ability to seek constructive feedback from others including team members and supervisors.
3. Support and contribute to an environment of trust, sharing, growth, and mutual support. Work in a cooperative manner in a team setting with staff and other persons to assure quality and continuity of support to consumers served.

Qualifications

1. High school graduate or equivalent is preferred. Must be 18 years of age or older to work in waived settings (16 years of age Ridgewood).
2. At least one year experience working with individuals with developmental disabilities is preferred.
3. Must possess good verbal and written communication. Basic math skills and basic computer skills.
4. A working knowledge of the English language (reading, comprehension, verbal, written) is required to facilitate effective communication with consumers, staff and team members in coordination of the state and federal guidelines.

Physical Requirements

1. While on duty DSPs will need to regularly be required to talk, hear, walk, push, pull, kneel, crouch, walk up and down steps, twist and bend. The DSP must have the ability to visually observe consumers.
2. Some programs require the DSP to assist with non-ambulatory consumers with physical or mechanical transferring.
3. DSPs will be able to lift or move at least 25 pounds.

Statement and Signature:

I have read and understand the job duties and responsibilities expected of a Direct Support Professional. By signing I acknowledge that I am able to fulfill the requirements of this job description upon employment with CCSI.

Employee Signature _____ Date _____