

MARIE MILLS CENTER

JOB ANNOUNCEMENT

JOB TITLE: Residential Direct Support
Professional

PART-TIME to FULL-TIME shift possibilities.

Job Opening Date: 4/1/2024

JOB DESCRIPTION: In a group home or apartment settings, the primary duties include meal preparation, medication administration, assistance with daily living skills, community & social integration, and housekeeping. We operate three 24-hour group homes, a Supported Living Program, and In-Home Comp supports, with many shift possibilities.

WAGE RATE: 18.45 Day shift/ 19.45 Noc. shift

BENEFITS: Vacation, holiday, sick leave, 401k retirement plan, medical benefits (at approx. 31-40 hrs. per week), and an Employee Assistance Program.

CONTACT INFO: Application available @ Marie Mills Center, 1800 Front St., Tillamook, Oregon or go to mariemillscenter.com.

For detailed information, call Barbara Armstrong

503-842-2539 ext 1100 Path HR/Job adds/Job Announcement Res.

JOB DESCRIPTION

Position:	<u>Residential Direct Support Professional (DSP)</u> <u>for 24-Hour Group Home & Supported Living Programs</u>
Location:	<u>Marie Mills Center Residential Homes and Supported Living Apartments</u>
Status:	<u>Hourly/Non-Exempt</u>
Job Summary:	<u>Residential Direct Support Professional shall promote resident independence and personal growth.</u> <u>Residential Direct Support Professional shall provide assistance to, and support services to residents in health, hygiene, self care, community access and socialization areas as necessary.</u> <u>Residential Direct Support Professional shall also assist in and serve in a support function for those activities necessary for operation of the residential site.</u>

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. **Direct Client Supervision** - The DSP person shall provide direct client supervision to assure residents are not left unattended within the 24-Hours group home sites. As based upon the residents individualized program plan, DSP shall provide supervision to residents while they are in the community. Supported Living individuals are independent with the exception of any direct support guidelines stipulated in the client's ISP.
2. **Resident Services** - DSP shall provide services as indicated on residents individualized program plans. Examples of such services may include but are not limited to facilitating contact with family and friends; assisting with leisure activities and community integration; assisting with resident shopping activities; assisting residents with accessing community services; assisting residents with personal care and hygiene needs; assisting residents with home care responsibilities.
3. **Health and Safety** - DSP shall provide services and supervision necessary to assure the health and safety of residents. Examples of such services may include but are not limited to medication administration per physician's orders, following physician, dentists, or specialist treatments and/or recommendations. Communication of medical or related issues to appropriate staff as necessary through prescribed procedures and in a timely manner; maintaining and understanding of emergency protocol and procedures such as fire drill evaluation procedures; maintaining an ongoing awareness of potential safety hazards at the residential site and community and reporting and acting upon such in a timely manner; utilizing universal practices related to Blood Borne Pathogens and hazardous materials handling.
4. **Food, Menus, and Nutrition** - DSP may have cooking responsibilities and shall follow prescribed menus and Doctor ordered diets when present. DSP shall encourage and promote resident participation in menu/meal planning, and meal preparation processes. Direct Care Staff shall assure that foods are safely stored, labeled, and prepared. For Supported Living Apartments, support in the areas of food storage and preparation shall be provided as outlined in the client's ISP.
5. **Household Cleanliness and Sanitation** - DSP shall assure that the house is maintained in a sanitary manner and as necessary shall perform house cleaning and assist residents in maintaining a safe and cleanly environment. For Supported Living Apartments, support in the area of sanitation shall be provided as outlined in the client's ISP.

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6. **Assisting Residents with Personal Funds** - DSP shall assist residents with utilizing personal funds. Examples may include but are not limited to personal shopping; accessing restaurants; banking; leisure activities requiring usage of the residents' personal funds; accessing daily or weekly spending money. DSP shall be responsible for following all established procedures and completing required documentation surrounding resident funds. For Supported Living Apartments, money management support shall be provided as specified in the client's ISP.
7. **Communication** - DSP shall maintain a high level of communication with co-workers and ancillary providers such as vocational services to assure a high degree of teamwork and a high level of resident services. Mediums through which communications will occur may include but are not limited to attendance of all meetings as requested; communication through house logs, accurate and timely completion of all resident related documentation processes; and an active involvement within the resident's program planning process.
8. **Documentation Functions** - DSP shall develop and maintain an understanding of all documentation requirements relative to Resident Health and Safety, Client Services, household procedures and processes, and organizational documentation requirements. DSP are responsible for completing documentation requirements in a timely manner.
9. **Shift Specific Duties** - DSP shall complete duties as assigned to specific shifts. Example of shift specific duties may include but are not limited to household cleaning, house shopping and menu preparation; van transportation; resident funds management; resident personal care needs; residents leisure activities; and resident medical needs.
10. Other duties as necessary.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

1. DSP will assist in meeting resident transportation needs utilizing their own vehicles as appropriate.

MINIMUM REQUIREMENTS

1. **Knowledge:** Must have an awareness of the service needs and challenges faced by intellectually and developmentally disabled individuals and a working knowledge of the functions necessary for the smooth functioning of a home.
2. **Skills:**
 - ◆ Must have good written and verbal communication skills, documentation skills, and problem-solving skills.
 - ◆ Must have basic cooking skills.
 - ◆ Must have basic house cleaning skills.
 - ◆ Must have basic skills necessary to operate standard household equipment items.

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3. **Abilities:** Must be able to model a high quality of values and goals based upon typical community standards. Must be able to arrange for personal transportation to and from work. Must be able to be readily reached by phone for emergencies. Must be able to work efficiently without direct supervision at times. Must be able to work flexible schedules including but not limited to evenings, weekends, and holidays. Must be able to perform physical aspect of support services including but not limited to lifting, bending, pushing, pulling, physical transfers, and frequent usage of stairs.
4. **CPR/First Aide:** Must maintain CPR/1st Aide Certification and other requirements as prescribed.
5. **Education:** Must have High School Diploma (or equivalent) or a suitable combination of experience and education.
6. **Experience:** Must have a prior successful work experience providing care.
7. **Core Requirements to be Hired:** Must be at least 18 years of age; must participate in and pass pre-employment drug and alcohol screening; if applicable must have a valid Oregon Driver's License with a good driving record; if applicable must have basic personal auto insurance as required by law; must participate in Criminal History Check and be approved for hiring through the State Criminal History Check or related process.

Reports To: House Manager (or lead Supported Living Coordinator in Supported Living)

I have reviewed and understand my job description:

Staff Signature

Date

