

**JOB TITLE:** Direct Support Professional (DSP) - Residential  
**DEPARTMENT:** Residential  
**JOB RELATIONSHIPS**  
**DEPARTMENT HEAD:** Residential Program Director  
**Overseen/SUPERVISED BY:** House Manager / SL Coordinator  
**DIRECTLY Supervises/OVERSEES:** N/A  
**STATUS:** Hourly/Non-Exempt

### **POSITION SUMMARY**

The Residential Direct Support Professional (DSP) shall promote resident independence and personal growth. Provide assistance and support services to residents in health, hygiene, self-care, community access and socialization areas, as necessary. Residential Direct Support Professional shall also assist in and serve in a support function for those activities necessary for operation of the residential site.

### **QUALIFICATIONS**

#### **A. EDUCATION AND EXPERIENCE**

1. High School Diploma (or equivalent) and/or a suitable combination of experience and education.
2. Prior experience successfully providing care and supervision to individuals with special needs, helpful but not required.

#### **B. KNOWLEDGE, SKILLS, ABILITIES**

1. Have an awareness of the service needs and challenges faced by intellectual/developmentally disabled individuals.
2. Have a working knowledge of the functions necessary for the smooth functioning of a home and day-to-to-day living.
  - a. Basic cooking skills
  - b. Basic housekeeping skills
  - c. Basic knowledge and skills to operate standard household equipment.
3. Be skilled at or able to be trained in the proper operation of adaptive equipment, as necessary.
4. Have good communication, computer, documentation, and problem-solving skills.
5. Be able to model a high quality of values and goals based upon typical community standards.
6. Be able to be readily reached by phone for emergencies.
7. Be able to work efficiently without direct supervision at times.
8. Be able to work flexible schedules including but not limited to evenings, weekends, and holidays.
9. Be able to perform physical aspects of support services including but not limited to lifting, bending, pushing, pulling, physical transfers, and frequent usage of stairs.
10. Be able to obtain and maintain CPR/1st Aide Certification within established timelines.

#### **C. OTHER**

1. Must be able to pass Criminal History Check.
2. Must be able to pass pre-employment drug testing.
3. Must Have valid ODL and auto insurance with good driving record. If driving is a requirement of your position.
4. Must be at least 18 years of age.

## **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

### **A. DIRECT CLIENT SUPERVISION**

1. Provide Direct Client Supervision – As addressed in Individualized Support Plan (ISP)
  - a. Assure that residents are not left unattended within 24-Hour group home sites.
  - b. Assist residents in the community as addressed in the individual's ISP.
  - c. Supported Living individuals are independent with the exception of any direct support guidelines stipulated in the individual's ISP.
  - d. Other supports as indicated.

### **B. RESIDENT SERVICES**

1. Provide Residential Services - As indicated on the Individualized Service Plan (ISP)
  - a. Facilitating contact with family and friends.
  - b. Assisting with leisure activities and community integration, services, and shopping activities.
  - c. Assisting residents with personal care and hygiene needs.
  - d. Assisting with home care responsibilities.
  - e. Other supports as indicated.

### **C. HEALTH AND SAFETY**

1. Provide services and supervision necessary to assure the health and safety – As indicated in Individualized Support Plan (ISP)
  - a. Medication administration and procedures per physician's, dentist, or specialist's treatment orders
  - b. Communication of medical or related issues as necessary through prescribed procedures in a timely manner.
  - c. Maintaining and understanding of emergency protocols and procedures such as fire drill evaluations, awareness of potential safety hazards and proper communications and reporting in a timely manner.
  - d. Utilizing universal practices related to Blood Borne Pathogens and hazardous materials handling.

### **D. FOOD, MENUS AND NUTRITION**

1. Cooking responsibilities – Following prescribed menus and Doctor ordered diets when present.
  - a. Encourage and promote resident participation in menu/meal planning and preparation processes.
  - b. Assure that foods are safely stored, labeled, and prepared.
2. For Supported Living services, support in the areas of food storage and preparation shall be provided as outlined in individual's ISP.

### **E. HOUSEHOLD CLEANLINESS AND SANITATION**

1. Shall assure that the house is maintained in a sanitary manner and perform house cleaning.
  - a. Assist residents in maintaining a safe and clean environment.
2. For Supported Living services, support around sanitation shall be provided as outlined in individual's ISP.

### **F. PERSONAL FUND MANAGEMENT**

1. Shall assist residents with utilizing personal funds.
  - a. Including or not limited to personal shopping, accessing restaurants, banking, leisure activities requiring payment and accessing daily or weekly spending money.

- b. Follow all established procedures and complete the required documentation.
2. For Supported Living services, money management support shall be provided as specified in the individual's ISP.

G. **COMMUNICATION**

1. 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. Including but not limited to:
  - a. Attendance of all meetings as requested.
  - b. House Logs.
  - c. Accurate and timely completion of all resident related documentation processes.
  - d. Active involvement within resident's program planning process.

H. **DOCUMENTATION FUNCTIONS**

1. Shall develop and maintain an understanding of all documentation requirements relative to:
  - a. Resident Health and Safety
  - b. Client Services
  - c. Household procedures and processes
  - d. Organizational documentation requirements
2. All documentation must be completed in a timely manner.

I. **SHIFT SPECIFIC DUTIES**

1. Shall complete duties as assigned to specific shift – Examples:
  - a. Household Cleaning
  - b. House Shopping and Menu Preparation
  - c. Van Transportation
  - d. Resident Fund Management
  - e. Resident Personal Care Needs
  - f. Resident Leisure Activities
  - g. Resident Medical Needs

J. **OTHER DUTIES AS NECESSARY**

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist in meeting resident transportation needs utilizing their own vehicle, as necessary.

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Signature

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Date