

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

### **POSITION SUMMARY**

The Vocational Direct Support Professional (DSP) will provide support to intellectual and developmentally disabled individuals in their day support activity, assisting to participate in activities, access the community, and provide personal care.

### **QUALIFICATIONS**

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

1. High School Diploma (or equivalent) 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 knowledge of the needs of the intellectual/developmentally disabled.
2. Have the ability to provide care including but not limited to the provision of basic health and hygiene services.
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 contacted in a timely manner by phone.
7. Be able to perform physical activities including but not limited to lifting (transfers), pulling, and pushing.
8. Be able to work and successfully interact as a team member with co-staff towards the achievement of goals and services.
9. Be able to successfully support those whose care is entrusted to the **DSP**.
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 SUPPORT**

1. Provide Direct Support services as indicated on the Individualized Service Plans (ISP's)
  - a. Medication administration
  - b. Physical assistance with personal needs such as hygiene and toileting
  - c. Program implementation
  - d. Other supports as indicated.

### **B. SUPERVISION**

1. Provide supervision of individuals as directed by the Client Services Coordinator.
  - a. Such supervision shall include group and individual supervision in various Day Support Activity settings.

### **C. PAPERWORK & FILING**

1. Assist the Client Services Coordinator in maintaining an individual's records and files in an orderly and consistent manner.
2. Complete daily required documentation.

### **D. OTHER**

1. Shall serve in a support capacity to other program needs as requested.
  - a. Such support will include but not limited to van driving/transportation services.
2. Other duties, as necessary.

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Signature

\_\_\_\_\_  
Date