



Job Description

Position Number: per numbering system Job Title: Direct Support Professional

Division: Community Housing

Reports To: Site manager Prepared By: Director of Community Housing

FLSA Classification: **Non-Exempt**

I. PURPOSE OF THE JOB

Direct Support Professionals (DSP) work with individuals living in Empower's residential settings or receiving Community Support Services to empower the people we serve to live their best lives.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Implementation of Direct Support Professional Core Competencies.
 - I. Putting People First
 - II. Positive Relationships
 - III. Be a Professional
 - IV. Promoting Health
 - V. Promoting Safety
 - VI. Supporting People in Home Life
 - VII. Traveling in the Community
- Focus on the choices people have in their lives through Personal Outcome Measures.
- Assist individuals in being as independent as possible in activities of daily living (including bathing, tooth brushing, using the bathroom, etc).
- Has a complete and thorough understanding of information contained in individuals' records, including, but not limited to:
 1. Individual Plans of Protective Oversight,
 2. Residential Habilitation Plans, and
 3. Individual Service Plans.

Implements the individuals plans, and provides support and assistance to individuals whenever needed, following the written steps very closely.

- Provides constructive direction/guidance to individuals in the development of leisure and recreational skills.
- Provides accurate and detailed documentation, paying particular attention to the individual's response.
- Reports to the site managers any relevant changes noted in individuals' performance, and make recommendations for revisions to individuals plans.
- Contributes to the smooth operation of the residence and to harmonious relations among all staff. Working closely, and communicate information accurately.
- Demonstrates a working knowledge to all Agency Policies and Procedures.
- Obtains the knowledge and training needed to perform all DSP's responsibilities; utilizing the proper chain of command when needed.
- Attends in-service training as scheduled, and applies acquired knowledge daily while executing job duties.
- Attends individual's reviews and site staff meetings.
- Is responsible for all routine aspects of running a household including, but not limited to:
 1. house cleaning and obtaining all related, necessary materials;
 2. grocery shopping
 3. cooking
 4. laundry, etc.
- DSP's take individuals on medical appointments, as well as on other, typical household errands such as grocery shopping, clothes shopping, recreation outings, etc.
 1. Depending on the site, DSP's may be required to drive converted wheelchair vans.
- Complete assigned tasks.

III. OTHER DUTIES AND RESPONSIBILITIES

DSP's w/ Medication Certification have additional responsibilities:

- Administers medication or supervises individual's self-administration, ensuring consumption in accordance with physician's orders.
- Implements programs for individuals with self-administration of medication goals.
- Chart all medications.
- Provides an accurate accounting of all medications at shift change.
- Depending on the site, provides G-tube feeds to individuals in accordance with physician's orders.
- Provides basic first aid.
- Follows emergency plan as needed.
- Monitors individuals carefully and brings to the attention of the LPN or the RN any pertinent observations/concerns about individuals' health care needs. Follows up on LPN or RN instructions/recommendations promptly.

IV. SUPERVISORY RESPONSIBILITIES

- NA

V. KNOWLEDGE AND SKILLS

Full-time, Regularly Scheduled Part Time DSP's recommended to possess but no required

- High School Diploma / G.E.D highly recommended
- New York State Driver's License is highly recommended

VI. FISCAL RESPONSIBILITY

- NA

VII. EXTENT OF PUBLIC CONTACT

Serves as a representative of the Agency, displaying courtesy, tact, consideration, and discretion in all interactions with other members of the Empower community and with the public.

VIII. PHYSICAL DEMANDS

- The employee must be physically able to assist in the transferring of individuals for the purpose of assisting them in their personal care, etc.
- The employee must be physically able to complete typical household tasks such as cleaning, laundry, cooking, etc

IX. WORKING CONDITIONS AND ENVIRONMENT

- DSP's are scheduled according to their Full Time (FT) or Regularly Scheduled Part Time (RSPT) Position.
- Part Time (PT) employees are scheduled based on their availability. They must be available to work a minimum of sixteen hours per week, including one 8 hour weekend shift.
- DSP's FT and RSPT schedules may be *temporarily* changed by the site managers to meet the needs of the program.
- DSP's may be *temporarily* re-assigned to alternate sites by the site managers.
- DSP's may be mandated to work shifts so that the needs of the site are properly met.