



STRATEGIES TO EMPOWER PEOPLE

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Direct Support Professional I

Department: Supported Living/Vocational

FLSA Status: Non-Exempt

Grade/Level: Entry Level

Job Type: Regular

Work Schedule:

Variety of schedules are worked, all dependent on the individual's needs. Part-time and Full-time schedules are available, depending on needs of the individual supported.

Job Status: Full Time

Reports To: Facilitator/Program Managers

Amount of Travel Required: 10%-75%
depending on duties

Positions Supervised: None

POSITION SUMMARY

Provides direct support and assistance for individuals receiving Supported Living and/or Vocational Services in the individual's home or in the community, including job sites, while using Person Centered Active Support principles and upholding the Supported Living Services Principles and the agency Vision and Mission statements.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

Teaching

- Actively teach and support individuals in developing independent living skills to meet Personalized Service Plan (PSP)/Individual Service Plan (ISP) goals, using Person Centered Active Supports (PCAS).
- Provide input regarding individual's progress and needs, and actively participate in their PSP/ISP and Circle of Support (COS) meetings.
- Follow and assist in development of various teaching techniques and methods.
- Plan activities with the individual supported to meet that individual's needs and interests.

- Look for ways to improve and promote quality of life for individual.
- Teach and/or assist individual to bathe, groom, and dress self.
- Teach and/or assist individual with the planning, purchase, preparation, and ingestion of food and beverages, following dietary restrictions as prescribed and the individual's specific needs.
- Teach and/or assist individual with performing a variety of household tasks such as: obtaining household supplies, grocery shopping, running errands, appointments, etc.
- Teach and/or assist individual with transportation needs, such as arranging Para transit rides, planning and completing bus/public transportation rides, or driving the individual to destinations, all dependent on the individual's needs.
- Follow duties as assigned by the individual and/or supervisor regarding cleaning/changing of bed linens, doing laundry, yard maintenance, and general house cleaning chores.
- Teach/assist the individual with recreational activities by reading aloud, playing card/board games, going out in the community, or other activities requested by the individual. If unsure about the appropriateness of the activity, check with your supervisor before participating.
- Learn and utilize new skills obtained through trainings, in-services, workshops, etc.
- Provide skills training for individuals (i.e., attendance, hygiene, specific job functions, money usage, community appropriateness, and interaction with co-workers and customers).
- Assist in job development by making connections in the community with potential employers. Research potential job carving opportunities. Assist individuals in all aspects of employment development, including but not limited to filling out applications, dressing appropriately for interviews, resume preparation as other duties as needed. Support individuals in either Next STEP or Extra STEP program for those individuals without vocational goals.
- Teach, support, and act as a liaison to individuals who participate in the Paid Internship Program (PIP) and Competitive Integrated Employment Program (CIE).
 - Provide highly-customized training to individuals in the areas of employment, volunteer placement, post-secondary education and community integration for those individuals participating in the Tailored Day Services program.
 - Ensure community exposure for individual by choosing appropriate community volunteer activities to increase job skills in absence of scheduled work.
- Develop and follow individuals' job/activity schedule as set weekly/monthly.

Health & Safety/Crisis Support

- Observe, identify, and report any decline in individual's health, problems with medications, health and safety issues, or any other condition that threatens the individual's ability to live independently.
- Utilize Universal precautions at all times while on duty.
- Assist and/or participate in the administration of prescribed oral medications, nebulizers, blood pressure devices, glucose monitoring, or any other medical equipment under written direction of physician or as directed by supervisor.
- Accurately complete Medication Administration Records (MAR) as required.
- Assist individual with transfers in and out of bed, automobile, wheelchair, toilet, shower/bath, up and down stairs, and in community.
- Consistently use all mobility, adaptive, and medical devices safely and as directed.
- Attend medical appointments as directed by supervisor and communicate information/outcome accurately and timely to individual and supervisor.
- Provide intervention and support during crisis situations using PROACT principles, follow behavior plans, and report incident in a timely manner to the appropriate persons (i.e., 911, police, doctor, Facilitator).
- Ensure that the individual, depending on their needs and PSP/ISP goals, is with a responsible STEP employee at all times.
- Assist in development of behavior plans by providing accurate information, as needed.
- Administer First Aid and First Aid training to individuals, as needed.

Collaboration

- Include appropriate people in decision-making process.
- Ask for help when needed.
- Treat all persons you contact during work hours with respect and dignity.
- Maintain a professional demeanor during any situation.
- Attend all scheduled staff meetings, ISP/PSP meetings, COS meetings, and other meetings requested by individual, supervisor, and/or Case Manager.
- Participate in individuals' assessments, as requested.

Regulatory

- Consistently participate in the utilization of all Generic Resources (food banks, Goodwill, etc.) as required. This includes enrolling in and using In-Home Support Services (IHSS) and adhering to the Notice of Action (NOA) for IHSS.

Communication/Reporting

- Respectfully communicate and explain all information and procedures with the individual(s) supported so that they can make informed decisions about all aspects of their life.
- Actively advocate for individual's rights, requests, concerns, etc. by communicating with individual and supervisor.
- Respect and maintain confidentiality regarding individuals supported and employees.
- Report any individual's requests for new roommate, staff, Facilitator, or any other expressed dissatisfaction with agency services to supervisor or Program Manager immediately.
- Report any suspected financial, physical, sexual, emotional, or verbal abuse to any available supervisor immediately.
- Report workplace safety issues, needed repairs, threats to individual or employees, potential liabilities, and other concerns to supervisor in a timely manner.
- Complete all necessary paperwork accurately and in a timely manner, including special incident reports, daily case notes, payroll timesheets, and medical/financial logs.
- Communicate professionally with supervisors, through verbal, sign language, electronic or written communication methods: changes with assigned clients, job related information, problems with individuals or co-workers, and ideas for improvements.
- Communicate pertinent information to individuals (i.e., schedules, job functions, needed improvements, holidays, expectations, upcoming events, affirmations, and time/money related information).
- Provide daily/weekly/monthly case notes by the appropriate due date.
- Provide information for ISP/PSP reports, as needed, by completing questionnaires and sharing information related to the individual's skills, needs, and goals.
- Complete Special Incident Reports within 24 hours of incident, as necessary.
- Complete attendance reports daily and provide a monthly report to supervisor by scheduled due dates.
- Ensure tracking of individuals' pay information on a daily basis. Provide supervisor with individuals' pay information by the scheduled due dates.
- Report denial of individual's rights within 24 hours of incident, to supervisor, as necessary.
- Communicate professionally with job site supervisors, managers, employees, and customers at all times.
- Request any needed equipment (adaptive equipment, cleaning supplies, First Aid supplies, etc.) to supervisor in a timely manner.
- Respond to communication (email, text, written, verbal, in person, etc.) in a timely manner.

Agency Expectations

- Follow, adhere, and actively support the Supported Living Services (SLS) principles and the agency Vision and Mission statements.
- Maintain professional dress and appearance at all times while working.
- Report any work-related injury or illness to Supervisor and Human Resources Director immediately.

- Maintain a positive work environment.
- Follow agency's internal grievance policy.
- Report to work on time and as defined by the schedule consistently.
- Notify and obtain approval from supervisor for any changes in schedule.
- Use feedback to improve performance.
- Practice good problem solving skills and the ability to make decisions in the absence of a policy.
- Work with limited supervision.
- Be punctual, flexible, adaptable, reliable, creative, patient, and self-confident.
- Other duties may be assigned based on the needs of the individuals supported, the team, and/or the agency.
- Adhere to all policies and procedures contained in the S.T.E.P. employee handbook.
- Access company software system for clocking in/out and communication per company protocol, regularly per shift.

POSITION QUALIFICATIONS

Competency Statement(s)

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED): Required

Experience: Experience with Developmentally Disabled or an understanding of the developmental disability system preferred but not required.

Computer Skills: Computer literacy helpful but not required.

Certifications & Licenses:

Possess valid California Drivers license, current auto insurance, and reliable transportation, if applicable for the needs of the individual supported. Obtain and maintain at all times while employed by this agency, current CPR/1st aid certification, PROACT certification, and Person Centered Active Supports certification.

Vocational Department: Must possess valid California Driver's License, current auto insurance, clean driving record (before and during employment), and a safe, reliable vehicle.

Other Requirements:

Medication administration skills preferred. Successfully complete Person Centered Active Support qualified observations. Successfully pass Foundation Orientation and Orientation Review Day. Ability to read and write in the English language, in order to perform essential duties. Posses ASL/Sign Language skills, if applicable for the needs of the individual. Possess basic mathematical skills, in order to assist individual with medications, shopping, cooking, and budgeting. Successfully pass background check, DMV report (if applicable), and drug screening test.

PHYSICAL DEMANDS

N (Not Applicable)

Activity is not applicable to this position.

O (Occasionally)

Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	F
Walk	F
Sit	F
Manually Manipulate	F
Reach Outward	F
Reach Above Shoulder	F
Climb	O
Crawl	O
Squat or Kneel	F
Bend	F

Lift/Carry

10 lbs or less	F
11-20 lbs	F
21-50 lbs	F
51-100 lbs	N
Over 100 lbs	N

Push/Pull

12 lbs or less	F
13-25 lbs	F
26-40 lbs	F
41-100 lbs	O

Other Physical Requirements

- Ability to wear Personal Protective Equipment (PPE) - -Depends on Schedule

WORK ENVIRONMENT

Work indoors and out of doors, dependent on the needs of the individual and the activities scheduled for that shift. Work with household chemicals and electrical items. Exposure to body fluids/odors while assisting client with personal care.

Vocational Department: Work under extreme cold and heat, while working outdoors with individual(s). Work under conditions of extreme noise, while working with individuals during landscaping jobs. Work indoors and/or outdoors, dependent upon individual jobs. Work under mechanical/electrical hazards, while working with individuals. Work under conditions of explosive/fume hazards, while working with landscaping equipment, which requires gasoline. Work under conditions of chemical/toxic hazards, while working with cleaning/laundry supplies.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

Revised 7/29/18