



Strategies to Empower People

Direct Support Professional for Enhanced Supported Living Services

Department: Enhanced Supported Living Services
FLSA Status: Non-Exempt
Grade/Level: 6 Months Experience Minimum

Job Status: Full Time
Reports To: Facilitator
Amount of Travel Required: 10%-50% depending on duties
Positions Supervised: None

Job Type: Regular

Work Schedule:

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

POSITION SUMMARY

Provides direct support and assistance for individuals receiving Enhanced Supported Living Services, while using Person Centered Active Support principles and upholding agency Vision and Mission statements. This person will be required to have six months prior experience working directly with persons with disabilities who have challenging behavioral needs.

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)

- Follow, adhere, and actively support the SLS principles and the agency Vision and Mission statements.
- Actively teach and support individual in developing independent living skills to meet Personalized Service Plan (PSP)/Individual Service Plan (ISP) goals, using Person Centered Active Support (PCAS)
- Utilize all Generic Resources as required.
- 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.
- Provide input regarding individual's progress and needs, and actively participate in their interdisciplinary team meetings.
- Follow and assist in development of various teaching techniques and methods.
- 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.
- Plan, develop and follow individual's activity schedule as determined by their needs and preferences.
- Look for ways to improve and promote quality of life for individual.
- 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.
- Report any suspected financial, physical, sexual, emotional, or verbal abuse to any available supervisor immediately.
- 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 Assistance Records (MAR) as required.
- Teach and/or assist individual to bathe, groom, and dress self.
- 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.
- 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.
- 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 Pro-ACT principles, follow behavior plans, and report incidents in a timely manner to the appropriate persons (e.g., 911, police, doctor, supervisor, manager).
- Maintain professionalism including appearance at all times while working.
- Ensure that the individual, dependent on IPP/ISP requirements, is with a responsible STEP employee, family member or ID approved responsible adult, at all times.
- Report workplace safety issues, needed repairs, threats to individual or employees, potential liabilities, and other concerns to supervisor in a timely manner.
- Report any work-related injury or illness to Supervisor and Human Resources Director immediately.
- 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 Paratransit 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.
- Complete all necessary paperwork accurately and in a timely manner, including special incident reports, daily case notes, and medical/financial logs as required.
- 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.
- Include appropriate people in decision making process.
- Use feedback to improve performance.
- Ask for help when needed.
- Practice good problem solving skills and the ability to make decisions in the absence of a policy.
- Work with limited supervision.
- Treat all persons you contact during work hours with respect and dignity.
- Maintain a professional demeanor during any situation.
- Learn and utilize new skills obtained through trainings, inservices, workshops, etc.
- Be punctual, flexible, adaptable, reliable, creative, patient, and self-confident.
- Communicate professionally with supervisors, through verbal, sign, electronic or written communication methods: changes with assigned clients, job related information, problems with individuals or co-workers, and ideas for improvements.
- Provide skills training for individuals (i.e., attendance, hygiene, specific job functions, money usage, community appropriateness, and interaction with co-workers and customers).
- Communicate pertinent information to individuals (e.g. 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.
- Attend staff meetings and trainings, ISP/IPP, Circle of Support (COS) and other meeting requested by the individual, supervisor, stakeholders, or agency.
- Assist in development of behavior plans by providing accurate information, as needed.
- Participate in individuals' assessments, as requested.
- Provide information for ISP 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.
- Report denial of individual's rights within 24 hours of incident, to supervisor, as necessary.

- Communicate professionally with supervisor and other staff verbally and by writing communication logs, ERSP message and notes.
- Administer CPR and/or First Aid, as needed.
- Request any needed equipment (e.g. adaptive equipment, cleaning supplies, First Aid supplies) to supervisor in a timely manner.
- Respond to communication (e.g. email, text, written, verbal, in person) in a timely manner.
- Provide the type of communication, care and supervision needed by individuals, including ability to adapt to alternative languages or communication styles.
- Meet statutory qualifications and company policy qualifications including all continuing training requirements
- Follow the individual's routine or activity schedule.
- Follow and participate in review of Flexible and Tailored Support Plan (FTSP) and Individual Health Plan (IHP).
- Provide Person Centered Active Support- identifying moments of potential for participation, being engaged and engaging others, and providing just enough support for success.
- Provide support, active listening, comfort, assist with problem solving and development of internal control.
- Understanding of behavioral fundamentals and mental health conditions.
- Encourage Individuals to develop skills and to participate in social, recreational, and other therapeutic activities that enhance interpersonal skills and develop social relationships.
- Develop and teach strategies to promote client wellness and independence.
- Provide crisis response and support in accordance with Individual FTSP. Notify appropriate facilitator or manager for proper reporting of special incident reports or shared information reports to ensure timely reporting.
- Possess fundamental knowledge of medications, uses and side effects.
- Provides extensive personal hygiene assistance by giving bedpans, assisting with briefs, menstrual care, urinals, baths, backrubs, shampoos, and shaves. Assists with travel to the bathroom, helping with showers and baths, including bed baths, as necessary.
- Provides adjunct care by administering enemas, douches, dressings, surgical preps, ice packs, heat treatments, sitz and therapeutic baths as identified in individual health plans.
- Maintains stability by checking vital signs and weight; testing urine; recording intake and output information as identified in individual health care plans.
- Record and provide accurate data on requested behavioral/ medical incidents for review and analysis in reports and to update plans.
- All other duties as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

SKILLS & ABILITIES

Education:	High School Graduate or General Education Degree (GED): Required 18 years of age or older: Required
Experience:	At least six months experience providing direct care to individuals with developmental disabilities who have challenging behavioral service needs.
Computer Skills:	Computer literacy helpful.
Certifications & Licenses:	Possess valid California Driver License, current auto insurance, and reliable transportation. Obtain and maintain at all times while employed by this agency, current CPR/first aid certification (hands-on training), Pro-ACT certification, and Person Centered Active Supports certification. Within six months from initial employment, staff must satisfactorily complete the Registered Behavior Technician (RBT) 40-hour training course. At least one year and two years from hire date, staff must satisfactorily complete the first and second Direct Support Professional (DSP) 35-hour competency-based training courses respectively and pass the competency tests applicable to each training segment.
Other Requirements:	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 criminal background screen, DMV report, and drug screening test.

Successfully complete the on-site orientation. Successfully complete an additional Enhanced Training course: Day 3 Pro-Act, 16 hrs Consultant training, and ongoing professional trainings as assigned.

In good physical health verified by a health screening, including a test for tuberculosis, performed under the supervision of a physician in accordance with regulatory requirements.

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		Lift/Carry	
Stand	F	10 lbs or less	F
Walk	F	11-20 lbs	F
Sit	F	21-50 lbs	F
Manually Manipulate	F	51-100 lbs	N
Reach Outward	F	Over 100 lbs	N
Reach Above Shoulder	F		
Climb	O	Push/Pull	
Crawl	O	12 lbs or less	F
Squat or Kneel	F	13-25 lbs	F
Bend	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.

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.