



JOB TITLE: Direct Support Professional (DSP)

REPORTS TO: Day Services Manager

DEPARTMENT: Day and Employment Services

Summary: Provide direct support to adults with intellectual and developmental disabilities in a day program setting. Promote confidentiality, dignity, uniqueness, and physical and emotional well-being. Support people to develop and maintain relationships, advocate for justice, equality and full community inclusion. A DSP will demonstrate respect, integrity and responsibility to the people supported, as well as to co-workers and members of the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan with and support individuals in daily activities that they choose and are meaningful to them, which may include, but not limited to: recreational activities, employment opportunities, learning activities, physical fitness activities, development of individual interests and money management. Identify opportunities to enhance and expand the individuals' experiences by applying an approach to support that is individualized to their needs and skill level. Adhere to IPOP needs
- Assist individuals in maintaining safe and healthy lifestyles. Provide training and assistance in making healthy choices, and following pre-established orders by medical professionals.
- Provide direct personal support including but not limited to: grooming, using the bathroom, dressing, assisting people to eat, and with getting on and off vans.
- Monitor and maintain a clean, safe, and secure environment for the people supported at all times. Participate in building evacuation and fire drills, and routine practice of infection control.
- Understand and follow protocols outlined in the Plans of Nursing Services (PONS). Maintain confidentiality of records.
- Be familiar with common medications prescribed for the individuals supported and assists the individual in taking necessary precautions to avoid interactions.

- Monitor for changes in overall health, behavior, appearance, and patterns of activities and follow reporting procedures for any changes.
- Maintain a positive relationship with individuals' family members/guardians, including providing status updates and acting as a positive liaison between family/guardians, the program and support team members.
- Complete necessary paperwork to meet Holy Childhood, federal and state regulatory requirements.
- Successfully complete required, on-going training requirements within mandated timeframes.
- Intervene immediately if abuse is suspected, notify the New York State Justice Center and follow the Code of Ethics set forth by the NYS Justice Center of the suspected occurrence.
- Ensure that behavior is professional and consistent with Holy Childhood's culture, mission, values, philosophy, and policies and procedures, including treating individuals and others with dignity and respect.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have the ability to demonstrate and provide examples of: Continuous personal development and improvement; a "Person First" focused attitude; excellent communication skills (verbal and written); problem solving skills, strong organizational skills and the ability to effectively manage multiple tasks/projects. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position works in a day services where working during inclement weather will be required. Must be flexible and dependable. May be occasionally exposed to individuals who have the potential to carry a communicable disease or blood borne pathogen

EDUCATION and EXPERIENCE

High school diploma/G.E.D. required. Two years working in human services preferred, preferably with adults with disabilities. Must have valid NYS driver's license required. Must have ability to become and agency approved driver and maintain this status. Must maintain current required certifications as designated by the agency including but not limited to: First Aid/CPR. Ability to manage multiple priorities while maintaining effective levels of consumer service. Ability to stay calm and level-headed under pressure and still perform well. Must demonstrate good judgment, sensitivity, objectivity and poise. Good verbal and written communication skills. Ability to foster teamwork between all team members via open communication, sharing of responsibilities, and a positive, constructive attitude. Ability to complete the agency's on-boarding training program. Basic computer literacy, including use of email, Microsoft office and internet

PHYSICAL REQUIREMENTS

Frequently required to stand, walk, sit, stoop, reach, push, pull, lift, climb and kneel; Exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently Use medical equipment such as

Hoyer, SARA lifts, push/pull wheelchairs and carts (grocery); Cleaning duties such as vacuuming, cleaning dishes, taking out garbage, and cleaning core rooms.

EQUAL OPPORTUNITY EMPLOYER

Holy Childhood is committed to the principles of Equal Employment Opportunity and to making employment decisions based on merit and value. We are committed to complying with all federal, state, and local laws regarding Equal Employment Opportunities, as well as all laws related to terms and conditions of employment. We desire to maintain a work environment which is free of harassment or discrimination because of sex, race, religion, color, national origin, physical or mental disability, marital status, age, or any other status protected by federal, state or local laws. Additionally, the Agency will make every reasonable effort to accommodate those physical or mental limitations of an otherwise qualified employee, unless undue hardship would result for the Agency.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have read this job description and completely understand the job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that future performance evaluations are based on my ability to perform the duties and responsibilities to the satisfaction of my immediate supervisor. I have had the opportunity to discuss questions that I may have prior to signing this form.

Employee Signature

Date

Karen G. Fairhead
Human Resources Director

September 25, 2020