



Job Description

JOB TITLE: Direct Support Professional (Floater)

REPORTS TO: Day Services Manager

DEPARTMENT: Adult Program (Day Hab/CBPV)

SALARY RANGE: \$16.56 - \$18.06

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 with daily activities that they choose and are meaningful to them, which may include, but not limited to recreational activities, volunteer jobs, academic tasks, wellness/fitness activities, vocational training/employment.
- 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: personal hygiene, bathroom use, dressing, eating guidelines, and assistance with getting in and out of vehicles.
- 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.
- Monitor 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. Exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently Use medical equipment such as push/pull wheelchairs and walkers.

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 an 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.

EQUAL OPPORTUNITY EMPLOYER

The Rochester School of the Holy Childhood, Inc., does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic background, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information, health condition, or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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