**I. JOB SUMMARY:**

The Direct Support Professional provides services to children & young adults with developmental disabilities which are focused on helping each individual to live a happy, healthy, and fulfilling life. Direct Support Professional follows a person-centered model of care to assist individuals to participate fully and meaningfully in their daily routines at the Home and in the community. This includes ensuring that active, individualized treatment is a continuous, ongoing, and integrated effort focused on helping the individual develop the skills needed so that they can live the kind of life that they desire. The DSP functions as a member of a multidisciplinary treatment team supporting all services and activities identified in each Individual Support Plan (ISP). This position requires excellent communication skills, kindness and compassion, and an understanding of the kinds of supports required by children and young adults with special needs.

**II. RESPONSIBILITIES:**

**Daily Supports -** Assists individuals with all of their daily needs, including but not limited to:

* participating in routine, scheduled and spontaneous activities at the Home and in the community, such as preparing for school, attending appointments, and participating in field trips and recreational activities such as sports, music, reading, arts and crafts, games, study groups, swimming in the hydra therapy pool, etc.
* grooming, hair care, nail care, mouth care, dressing, bathing, and toileting/diapering
* eating and following designated individualized feeding techniques
* applying splints and braces
* therapeutic positioning using a variety of adaptive equipment in multiple environments
* mobility, including lifting individuals from a seated or lying down position, pushing individuals in their wheelchairs, using adapted lifting equipment, and helping individuals walk and maintain stability

**Health Maintenance**

* provides as much care and assistance needed to promote good health
* helps individuals receive medical care and communicates with medical professionals
* monitors, records and reports information regarding health conditions. Fluid input, output, temperature, pulse, and respiration, and blood pressure. Seizure observation, documentation, and reporting.
* Monthly weights
* reports any changes in individual’s physical condition and seeks medical intervention when needed

**Skills Development**

* applies effective communication strategies and teaches necessary skills to the individuals served
* implements support programs as written and at the frequency required as identified in an individual’s ISP
* demonstrates accurate data collection procedures as required by the ISP to document progress on skill development and achievement
* can incorporate skill development opportunities in a natural manner throughout the regular daily routines
* participates in team planning meetings and provide feedback in order to ensure the development of meaningful and appropriate ISPs

**Behavior Development**

* serves as role model and mentor, demonstrating desired behaviors, and coaching individuals using approved techniques and strategies
* uses approved physical intervention techniques as directed to protect individuals and others
* provides support and assistance by participating in each individual’s specific behavior training programs and completing necessary documentation

**Advocacy**

* assists individuals with achieving personal goals and works on behalf of individuals to overcome barriers
* helps individuals participate in activities of their choice and supports their gifts and talents
* supports individuals in the development of friendships and other meaningful relationships
* acts in the best interest of each individual’s personal beliefs, choices, and interests rather than in response to perceived shortcomings or staff interests

**Operational Support**

* maintains and cares for each individual’s personal belongings and adaptive equipment
* maintains clean and orderly living units and program areas for the individuals served
* provides supervision and ensure safety of individuals at all times
* participates in shift report on living units and in school-to-evening transition report in the classrooms when needed and completes necessary documentation
* works collaboratively with others to implement and oversee a variety of recreational activities
* ensures appropriate support and supervision to all individuals while promoting increased independence and choice
* reports any equipment problems, unusual incidents or injuries to the appropriate individual and completes necessary paper work.

**Professional Behavior**

* is familiar with and applies organizational mission and values at all times
* complies with all policies and procedures at St. Mary’s, including but not limited to: attendance, punctuality, dress code, infection control, safety, lifting, abuse and neglect, and confidentiality
* acts in a professional manner and communicates effectively with others
* works in a prompt and efficient manner so that individuals can arrive at scheduled activities prepared and on time
* is respectful and courteous to individuals, fellow employees, and visitors
* follows instructions with a positive attitude
* attends all mandatory training sessions
* completes an additional fifteen in-service training hours or CEU’s every twelve months

**Education/Experience:**

* Must have a high school diploma or GED; some college preferred.
* Previous experience working with individuals in an elementary educational environment or working with special needs children and young adults preferred.
* Drivers’ license, acceptable driving record, CPR, Basic First Aid, and some DSP experienced preferred.

**Physical and Other Requirements**

* Must complete Person Centered Practice Training and must pass competency assessments after the training.
* Must be able to sit, stand, walk, bend, and squat for variable periods of time.
* Must be able to follow proper procedures to safely lift up to thirty-five (35) pounds, use lifting equipment, and position individuals in a variety of positioning equipment, such as wheelchairs, walkers, etc.
* Must wear company-issued ID badge at all times.

I have read, understand and agree that I can perform the essential functions of this job description. I accept the responsibilities outlined above and understand that fulfilling it is a condition of continued employment.

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Employee’s Signature Date

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Supervisor’s Signature