**ST. MARY’S HOME**

**TRANSPORTATION TEAM DSP (Direct Support Professional)**

1. **JOB SUMMARY:**  The individual in this position will provide support to the Community Liaison Department. The primary task of the Transport Team DSP is to participate with the children and young adults in field trips and doctors’ appointments. The individual in this position will have a flexible schedule and will be required to work some weekends. Incumbents also accompany the children and young adults on a variety of outings in the community, events or activities will support the Individual Support Plan (ISP), and assist the children and young adults in developing relationships with members and organizations in the community.
2. **RESPONSIBILITIES**:
3. Behavior should be professional at all times and consistent with St. Mary’s Home mission and policies and procedures, including treating the children/young adults and others with dignity and respect.
4. Provide meaningful interactions with the children/young adults on the trip to enhance the experience of the trip will have on the child/young adults and to incorporate ISP goals into the trip.
5. Provide safe transportation for the children/young adult to field trips and doctors’ appointments. During periods when field trips are not scheduled, incumbent will be available to assist in other ways needed by The Home.
6. Responsible for assisting the Direct Support Professional who works with the children/young adult with personal hygiene, lifting, toileting, and dressing appropriately for the weather and type of activities as needed. Assembles supplies that will be needed on the field trip (i.e., diapers, sunscreen, umbrellas, meals, snacks, etc.).
7. Communicate to the nurse any concerns about the health status of child/young adult upon return from approved field trips, outings, doctor’s appts., etc.
8. Report any concerns about the vehicles to the appropriate supervisor or maintenance.
9. Reports and/or documents routine and unusual events including completing field trip documentation using CareTracker, daily vehicle visual inspections (i.e. tie down system, lights on the van, first aid kit, van lift, etc.), accident reports, etc. in a concise, understandable, and legible manner.
10. Must attend St. Mary’s mandatory in-services (i.e. infection control, OSHA regulations, confidentiality, behavior plans, etc.).
11. Other duties as assigned.
12. **CONDUCT:**

In addition to the specifics listed below, incumbent should demonstrate respect and courtesy towards the individuals served here, family members, guests, vendors, and co-workers at all times, and acting as a “good will ambassador of St. Mary’s,” positively greet others and offer assistance as needed.

1. Complies with attendance and punctuality policies
2. Works well with others
3. Uses time appropriately
4. Attire is appropriate for job
5. Is respectful and courteous to other staff
6. Is respectful and courteous to visitors
7. Follows instructions with a positive attitude
8. Complies with all policies and procedures
9. Will not use any tobacco products while on the clock,
10. **REQUIREMENTS:**
11. Must be able to sit, stand and walk for variable lengths of time.
12. Must be able to lift up to thirty five (35) pounds independently, and with or without required equipment (dependent upon the weight of the child), must be able to use proper equipment and procedures to safely lift residents to reposition them, etc.
13. Must wear approved attire for this position (refer to dress code policy).
14. Must wear company-issued ID badge at all times.
15. Must be 21 years old.
16. Must have acceptable driving record based on Fireman’s fund standards.
17. Must be able to drive St. Mary’s vehicles and successfully complete the driver training.
18. On the Job Training (OJT) - Must satisfactory complete CPR/First Aid certification and TOVA certification
19. **EDUCATION:**
20. Have High School Diploma or GED required, some experience working with individuals with severe disabilities preferred.
21. Must use proper grammar and punctuation when writing information about resident behavior, reporting an accident or injury, or other forms of written communication.
22. Will complete satisfactory driving training of the Home’s vehicles and four point securement or on-board securements (tie down/seat belts) of the wheelchairs on the vehicles.
23. Will complete CPR and First aid certification upon hiring.

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