

Direct Support Professional

Status	Starting Pay
Non-Exempt	\$13.00/\$14.00 Awake (based on education, training & experience)

Reports to	Supervises
Site Coordinator/Supervisor	May assist with supervision of volunteers.

General Overview

A Direct Support Professional is a staff person who provides a variety of supports to core members. Primary areas of responsibility include social interactions and role modeling, assisting with skill development, and providing support for recreational and leisure activities with core members. The Direct Support Professional acts within the framework of service plans, physician's orders, Friendship Ark, Inc. philosophies, and applicable Federal, State, and local laws and regulations. A discernment process involving a 90-day probationary period will be used to confirm the appropriateness of each individual for this position.

Qualifications

- **Age:** Must be 18 years of age or older.
- **Education & Experience:** High school diploma or GED certificate. Certifications for medication administration (must meet requirement within 90 days of employment). Experience with adults or children with special needs preferred.
- **Mental Demands:** Ability to work under stressful conditions with frequent interruptions. Ability to make decisions using good judgment in crisis situations. Ability to work independently without supervision. Ability to interpret and apply relevant policies and procedures.
- **Physical Demands:** Must be in good health, freedom from TB, able to lift and carry 50 pounds. For more than 50 pounds, must use 2-person lift. May be required to pass post-offer, pre-employment health examination.
- **Specific Skills or Knowledge:** Good oral and written communication skills. Good listening skills. Able to document accurately all observations, significant events, and services provided. Aware of the potential and limitations of persons with intellectual disabilities; motivated to work a wide range of needs, including aggression, seizures, and special health needs. Basic computer knowledge with ability to learn company specific programs.
- **Desirable Personal Qualities:** Must pass DCI and other background checks. Confident, calm, and steady; a mature and dependable individual. Available and flexible to the changing needs of core members and Friendship Ark, Inc., able to work a flexible schedule when needed. Commitment to share in the spiritual life of a faith-based community for purposes of mutual encouragement and support. Willing to admit mistakes, correct them, and learn from the situation. Teachable, open to learn from people of different backgrounds; cooperative in exploring alternative problem-solving strategies without being overly invested in a single solution. Discrete and confidential in handling private information about self and others. Communicates with respect, gentleness, openness, and honesty; shares personal views and listens to divergent views of others in a non-emotional, non-combative manner.
- **Transportation/Travel:** Must have a valid driver's license and qualify as an insurable driver. Ability to obtain D3 license certification (if Iowa resident) within 90 days from date of employment. It is recommended that you have access to well-maintained vehicle that meets Friendship Ark, Inc. safety standards. Willing to use to transport core members; must carry personal liability insurance on own vehicle if choosing to use for business purposes. Coverage of at least \$300,000 in personal automobile liability is recommended. Ability to get to all scheduled shifts.

Classification

This position requires tasks that routinely involve a potential for mucous membranes or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures is required for every health care provider in this position.

Responsibilities

- **Rights and Privacy:** Maintains confidentiality and displays respect for core member rights and privacy.
- **Safety:** Uses safe practices with core members, assisting them with safety drills.
- **Role Modeling:** Acts as a companion and role models appropriate behavior for core members.
- **Decision-Making:** Relies on Service Plan for guidelines and uses good judgment.
- **Team Responsibilities:** Functions as part of the Interdisciplinary Team. Provides feedback regarding the core member's progress toward meeting individualized goals and objectives.
- **Documentation:** Assures that all required documentation, including record keeping, summarizing, charting, goal work and reporting, is completed promptly and accurately. Reviews current information about the core member, house activities and organizational policies, at the beginning of each shift. As outlined in documentation expectation table.
- **Communication:** Uses appropriate and professional communication with core members, families, co-workers and other professionals.
- **Skill Development:** Implements skill development activities as needed and specified in the core member's service plan to enhance skills related to self-care, self-advocacy, socialization, communication, and use of community resources.
- **Activities of Daily Living:** Assists core members with identifying and meeting health, safety, and welfare needs, may include medication administration and helping with meals, personal cares, laundry, cleaning, and other daily living needs. Completing duties with the highest level of independence and choice given to core members.
- **Care and Upkeep:** Contributes to the routine care and upkeep of the home, yard, vehicle, equipment, and personal possessions; reports needs and problems to the House Coordinator or Supervisor.
- **Spiritual:** Leads prayer, as determined by core members, and otherwise participates in the spiritual life of core members.
- **Training:** Completes training as required. Attends all staff meetings and house meetings as necessary. Absences from staff meetings will be excused only if approved prior, by Supervisor. If absent from Staff meeting, employee must schedule a make-up meeting with their Supervisor by the Wednesday following the week of the staff meeting.
- **Transportation:** Provides transportation to appointments and serves as companion on outings; may involve use of public transportation, Friendship Ark, Inc. vehicle, or Direct Support Professional's own vehicle.
- **Related Duties:** Performs general responsibilities required of all Friendship Ark, Inc. employees. Attendance and Punctuality: Conforms to policies on attendance and punctuality. Resource Management: Manages human, physical, and financial resources so as to achieve the goals of Friendship Ark, Inc. Conduct: Conforms to Friendship Ark, Inc.' policies on employee conduct and appearance.
- **Other:** Performs other duties as assigned.

Scheduling

An employee's scheduled hours may include, but are not limited to the following conditions: overtime (an employee who works over 40 hours per week is paid at 1.5 times his/her regular hourly wage), a rotating work schedule (an employee may vary from one week to the next), a schedule other than Monday through Friday (an employee may be scheduled to work every weekend), etc.

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the functions described therein, under any and all conditions as described.

I further understand that performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

Employee Signature

Date

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Created by: Laura Dolan, HR

Created/updated on: 7/30/2020