

Job Description

Title: Direct Support Professional

Department: Day Services

Report To: Manager

FLSA Status: non-exempt

Summary

The Direct Support Professional is responsible for implementing procedures and individual programs that will enhance opportunities for participants of the Day Services Program to reach his/her highest level of independence.

Essential Functions and Expectations

- Serves as a model Favarh employee while performing my duties and responsibilities and in the presence of clients, their families, and the Favarh community. Employee appearance and behavior should only be perceived by others as appropriate, professional, and serve as an example for others to follow.
- Supervise participants (including breaks and lunches) at any program site and assists and supports them in activities of daily living, personal hygiene, toileting, feeding, etc.
- Orientate participants to program locations (work/program sites).
- Responsible for the safety, training, and supervision of all assigned participants
- Responsible for making sure appropriate safety, training, and supervision of participants are met when working with substitute instructors and participants assigned to them.
- Assist in evaluating participants annually to determine training needs.
- Assist and train participants in social/leisure community, employment, recreational, and other identified skills
- Integrate participants into the community and work locations on a daily basis
- Meet Favarh's expectations for quality and production of work.
- Follow program/worksites rules, regulations, and procedures.
- Provide a structured, normalized routine for participants.
- Provide participants with opportunities for making choices throughout the program day.
- Provide an environment that promotes respect and opportunities for increased independence
- Enhance communication with participants through use of verbal, gestural, pictorial and object choice making.
- Participate in the development of individual program plans and effectively implements the goals identified.
- Implement behavior programs and records data relevant to the program.

- Utilize appropriate skills and techniques as learned in Physical and Psychological Management Training in response to client behavioral changes.
- Attend meetings regarding participant performance and assessment of skills.
- Review and familiarize self with all information in participant files.
- Maintain and ensure confidentiality of participants at all times.
- Maintain a safe and hazard-free and clean environment
- Perform all housekeeping/cleaning duties assigned for program sites.
- Perform all cleaning duties assigned for program vehicles.
- Communicate all incidents and concerns to Manager and document as outlined in the Incident Report procedures.
- Communicate information between management, staff of business/community, and Agency regarding program sites.
- Observe and maintain all Favarh safety rules for program sites and vehicles used during the day.
- Provide assigned transportation needs for participants and follows Favarh Van Driver policies and procedures.
- Advocate for all participants and their rights as valued individuals.
- Understand, implement, and follow Favarh and DMR policies and procedures.
- May administer medication to participants as required by the Favarh's policies and procedures.
- Participate and attend department and team meetings.
- Actively participate in and support department and Favarh programs and special events (minimum of 1 event per year).
- Fulfill all Direct Support Professional (DSP) responsibilities at all Day Services program sites as needed or assigned.
- Develop and maintain good public relations and publicity by demonstrating to community citizens, organizations, employers, employees, participants, families, and community groups the purpose and needs of Day Services Programs and Favarh
- Demonstrate good interpersonal skills that enhance communication between participants, staff, and amongst coworkers.
- Demonstrate professional etiquette, behavior and performance when representing Favarh
- Encouraged to provide suggestions to Manager to improve program effectiveness
- Assist and develop vocational and/or volunteer opportunities for participants
- Responsible for thoroughly completing and timely submitting all program documentation of the program site as directed by supervisor
- Other duties as assigned.

Habilitation Program Responsibilities

- Completes vocational/life skills assessments annually and as assigned
- Completes individual program/task analysis
- Completes teaching strategies
- Maintains up-to-date participant profile
- Makes recommendations to improve programming
- Maintains participant site and master files as assigned

Other Related Duties

- Responsibly manages participant activity money for individuals assigned.
- Actively participate on assigned committees, enhancing the overall operation of the department and agency
- Participates in special events/fund raising activities as assigned
- Conducts time studies
- Attends training relevant to the position
- Assists in the orientation process for new staff, volunteers, and substitutes

Knowledge, Skills and Abilities, and other Characteristics

- Eligible to possess a Medication Administration Certificate as required
- Physical Restraint training/certification is required within 6 months of hire to retain position.
- Required to successfully complete all other required Day Program Training within 10/30 days of hire.
- Ability to proficiently navigate through organizational web-based client documentation software system Therap.
- Ability to physically implement restraint procedures and administer CPR without reasonable anticipation of injuring oneself and/or others
- Must possess a valid and in good standing State of Connecticut Driver's License and eligible to obtain a State of Connecticut Public Service Driver's License (PSL) as required and within 30 days of hire, and be insurance with Agency carrier without additional expense to Favarh.

Education

- A minimum of two years of college education from an accredited college in Special Education, or equivalent experience is required. Must possess a High School Diploma or GED

Experience

- A minimum of one year of experience working in the field of Health, Education, Rehabilitation or Day Program Services is required.

Abilities

- **Oral Comprehension/Expression:** ability to listen to and understand information and ideas presented through spoken words and sentences; communicate information and ideas in speaking so others will understand
- **Written Comprehension/Expression:** ability to read and understand information and ideas presented in writing; communicate information and ideas in writing so others will understand
- **Speech Clarity:** ability to speak clearly so others can understand you
- **Deductive Reasoning:** ability to apply general rules to specific problems to produce answers that make sense

Work Style

Individual must possess integrity, demonstrate initiative, attention to detail, be dependable/reliable, able to deal effectively with ambiguity, problem solve effectively, and develop positive interpersonal relationships with co-workers, supervisors and clients. Must be flexible and able to adapt to the needs of the clients, their families, and the Favarrh community.

Physical Demands

- Must be able to lift a minimum of 75 pounds

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk or sit. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties. The noise level in the work environment is usually moderate.

I have received a copy of my job description and understand my job responsibilities.

Signature

Date