

Job Description

Title: Direct Support Professional (DSP)
Department: Residential Services
Reports 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 a Favarh Residential 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 presences 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.
- Meet Favarh's expectations for quality and production of work.
- Follow program/worksites rules, regulations, and procedures.
- Maintain and ensure confidentiality of participants at all times.
- Maintain a safe and hazard-free and clean environment.
- 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.
- Follows procedures in a manner that respects the human and civil rights of individual participants and staff.
- Reviews shift with outgoing staff, reviews logs, checks personal mailbox.
- Completes communication, behavior and other individual logs on a daily basis.
- Implements outlined daily routine of residential sites, such as but not limited to assisting with hygiene, cooking, dressing, toileting, housekeeping responsibilities.
- Instructs participants in the completion of daily/weekly chores and ensures their completion as necessary.
- Performs housekeeping/clerical duties, as assigned.
- Ensures that participants are neatly groomed.
- Ensures that participants are appropriately dressed for the occasion.
- Suggests, supervises, and documents social/community activities for participants during leisure periods.
- Provides transportation for participants and follows Favarh Van Driver policies and procedures.
- May administer medication to participants as required by the Favarh's policies and procedures and DDS regulations.
- Provides immediate individual counseling to participants (when appropriate) for minor

- adjustment problems, referring more serious problems to the Residential Manager.
- Implements behavioral programs as specified by the Behavior Specialist.
- Implements restraint procedures according to the FAVARH Behavior Policy.
- Remains on duty until adequate supervision is secured for all participants.
- Fulfills Residential Instructor responsibilities on all residential sites, as needed, and/or as assigned.
- 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 responsibilities of the program site as directed by supervisor.
- Other duties as assigned.

Habilitation Program Responsibilities

- Completes Habilitation Program assignments for each assigned participant.
 - Completes Life Skills assessments, annually as assigned.
 - Assists in writing/completion of individual programs/task analyses, as needed.
 - Assists in obtaining teaching materials, as needed.
 - Assists the Residential Manager in the development and completion of the Individual Plan (IP)
 - Attends, in person, the participant's annual IP, as assigned.
 - Implements and documents individual teaching program as specified by the individual's task analysis form.
 - Reports to the Residential Manager any issues that interfere with the implementation of the teaching program, or suggestions that might improve the program.
- Assists participants in banking/budgeting transactions and completes necessary documentation.
- Assists participants in purchasing personal items, i.e., hygiene supplies, clothing, leisure supplies, etc., and completes/provides necessary documentation.
- Maintains sound interdepartmental communication.
- Develops and maintains good public relations and publicity by interpreting continuously to neighbors, participants, families and local community groups the purpose and needs of the Residential Department and Favarh.
- Completes other duties as assigned.
- ADP compliance.

Knowledge, Skills and Abilities, and other Characteristics:

- Eligible to possess a Medication Administration Certification as required.
- Physical Restraint training/certification is required within 6 months of hire to retain position.
- Required to successfully complete all other required Residential Training within 10/30 days of hire.
- **Required to navigate through our web-based client documentation software-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 insurable with Agency carrier without additional expense to Favarh.

Education

A minimum of two years of college education from an accredited college in Special Education and/or Residential Services, or equivalent experience is required.

Experience

A minimum of one year of experience working in the field of Health, Education, Rehabilitation and/or Residential 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 Favarh 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, and 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