

Alpha Supported Living Services

Direct Support Professionals Job Description

Policy:

It is the policy of this agency to engage well-qualified and motivated employees who are able to provide the services that our clients require, in a manner that is both professional and caring. The following description of staff roles and responsibilities is a general list of those tasks which individual staff members may be asked to perform. It is not exhaustive and it imposes no obligations on the agency. The Chief Executive Officer may, at his or her discretion, add to, delete from or otherwise modify the duties of staff, whether paid or volunteer. For a position to be deleted, the Board of Directors must approve the decision.

Employment Criteria

- At least 18 years of age
- A High School Diploma or GED
- At least six months experience working in social services
- Current certification in food handling, first aid and CPR
- Have a Washington State Drivers license, current vehicle insurance and able to be covered on Alpha Supported Living Services' automobile insurance plan based upon his/her driving record
- Background inquiry clearance from an authorized state agency

General Responsibilities

Under the supervision of the Program Supervisor, Direct Support Professionals are responsible for providing support to program participants that meets their needs, provides opportunities for community integration and creates a nurturing, safe and healthful living environment. Direct Support Professionals will frequently interact with program participants and so must be familiar with the Residential Service Guidelines issued by the Division of Developmental Disabilities. At all times, Direct Support Professionals will seek to act in accord with the principles and values expressed in the guidelines and uphold the agency mission "to serve individuals with developmental disabilities by providing accessible residential and other support services that will maximize each person's quality of life." Direct Support Professionals will work the shift assigned by the Program Supervisor or the Site Supervisor.

Job Classification

Full-time, Part-time, or On-call
Non-exempt - Hourly
Instruction and Support Services Personnel

Specific Duties

- A. Provides each participant with an array of instruction and support services, as described in the participants' Individual Instruction and Support Plan (IISP).
- B. Ensures that the day to day needs of the participants are met including personal hygiene, food preparation, house cleaning, shopping and monitoring of health needs, including supervision of medication.

- C. Assists participants with accessing the community on a regular basis to take part in a variety of outings of the participants' choosing. This may entail transporting participants or arranging for transportation.
- D. Ensures that participants are treated with dignity and consideration at all times. Direct Support Professionals will act to promote and safeguard each participant's ability to make decisions and to freely exercise his or her rights.
- E. Interacts with participants, provides informal counseling and problem-solves with participants.
- F. Attends staff meetings as required by the Program Supervisor or the Site Supervisor and/or Chief Executive Officer.
- G. Takes part in training offered/required by the agency, DDD and other parties.
- H. Takes part in the development and implementation of the IISP for each participant with whom they work.
- I. Provides necessary support and supervision of participants, ensuring that the direct supervision outlined in Policy 4.1 is followed.
- J. Maintains professional working relationships with other service providers, the participants' parents/relatives/guardians and other agency staff.
- K. Responsible for timely completion of all documentation, including, but not limited to, the medication log, shift notes, data sheets, Incident Reports and client financial records.
- L. Performs other duties assigned on a daily basis by the Program Supervisor or the Site Supervisor or Branch Director and/or the Chief Executive Officer.

Approved by the Chief Executive Officer

Approved by Scott Livengood

December 27, 2007

Chief Executive Officer

Date

By signing below, I acknowledge I have read and understand this job description. I have been given an opportunity to ask questions regarding my duties and related expectations and agree that I will perform these duties to the best of my ability.

Employee Printed Name

Employee Signature and Date