

# 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 or relevant field
- Have a Washington State Driver's license able to be covered on Alpha Supported Living Services' automobile insurance plan based upon 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 Developmental Disabilities Administration. 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

Employment Status:	Full-time or Part Time
FLSA Status:	Non-exempt / Hourly
EEO Classification:	Service Worker (39-9021)
Department:	Instruction and Support Services Personnel

## Essential Functions

1. Provide participants with an array of instruction and support services, as described in the participants' Individual Instruction and Support Plan (IISP)
  - a. Provide support and monitoring of participants in compliance with Policy 4.1
  - b. Interact with participants and provide informal counseling; Support participants to problem-solves challenges
  - c. Assist and support the day-to-day participant needs including; personal hygiene, food preparation, housekeeping, shopping and monitoring of health needs, including supervision of medication.
  - d. Assist participants with accessing the community on a regular basis to take part in a variety of outings of the participants' choosing.
    - i. Operate an agency vehicle to transport participants, assist with the access of public transportation or arrange for transportation as needed or requested
  - e. Participate in the development and implementation of the IISP for assigned participants
  - f. Complete required written and digital documentation each shift including, but not limited to, medication administration records, shift notes, behavior tracking, data sheets, incident reports and client financial records.
  - g. Complete required timekeeping of hours worked by site for each shift.
2. Treat participants with dignity and consideration; Promote and safeguard participants' ability to make decisions and freely exercise their rights
3. Participate in administrative staff meetings and attend other meetings and seminars; complete individual training requirements annually and maintain certifications and licensed, as required
  - a. Attend mandatory training to complete:
    - i. 12 hours of DDA/DSHS approved continuing education in accordance with Policy 3.20
    - ii. Blood borne pathogens
    - iii. Mandated reporter
  - b. Maintain certifications and licenses as a condition of employment:
    - i. Department of Health License (NAR, NAC, or HCA)
    - ii. Washington State Driver's license
    - iii. Food Handler's Permit (group home only)
    - iv. First Aid / CPR
4. Maintain professional working relationships with other service providers, the participants' parents/relatives/guardians and other agency staff
5. Perform other duties as assigned on a daily basis

### *Additional Essential Functions - Lead Direct Support Professional*

1. Provide support and assistance to the Program Supervisor and Coordinator as needed/requested, including but is not limited to:
  - a. Develop and maintain activity calendars
  - b. Prepare and maintain property inventory records
  - c. Develop grocery lists and assign staff to support participants with grocery shopping
  - d. Monitor home status and provide maintenance requests
  - e. New hire support and training

### *Additional Essential Functions - Float Direct Support Professional*

1. Travel, as needed, to assist with staffing shifts within designated programs
  - a. Maintain flexibility and reliability
  - b. Work as needed and where assigned
  - c. Remain current and up to date on participant IISP, PBSP and other supports
  - d. Maintain credentials and certifications required to work within designated programs

### **Knowledge, Skills, Abilities and Aptitudes**

1. Knowledge of personal care, emotional support, and medical administration practices and the ability to use this knowledge to perform essential functions
2. Basic ability to use laptops, desktop or tablets to complete computer-based tasks
3. Physically able to provide support to program participants and assist with personal care activities, such as showering, toileting, feeding, dressing, and transferring participants that are not ambulatory on an as-needed basis.
4. The ability to communicate information and ideas in writing and orally so others will understand
5. The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem and taking action to notify appropriate personnel
6. Ability to motivate, develop, and provide instructional support to program participants
7. Able and willing to attend required training classes, agency meetings, or other assigned activities relevant to the agency's mission

### **Work Environment and Physical Requirements**

This position generally works in a contemporary office or residential setting with exposure to moderate noise volumes. This position will work with general office equipment (computers, fax

machines, telephones) as well as personal computer equipment (desktops, monitors and related peripheral equipment.) There is minimal exposure to dust, copier or printer toner, general household chemicals (dish soap, hand soap, etc.) within the office. This position requires an ability to operate a personal computer, verbally interact with clients and read and understand documents.

Depending on individual client needs, this position may work with adaptive medical equipment (walker, wheel chair, Hoyer lift, wheel chair lift, gait belt, etc.) and may be required to provide hands-on or stand-by assistance. There may be exposure to blood borne pathogens, therefore employees are required to use personal protective equipment.

This position will operate an automobile to perform the essential functions of this position, therefore the use of vision and hearing are required for safety. This position also requires the physical ability to support participants that have intellectual and developmental disabilities and may be assaultive or aggressive, medically fragile and/or unable to ambulate.

Work sites may have several flights of stairs and require the ability to traverse. Adaptive equipment may be used as long as physical safety is ensured at all times.

*Approved by the Chief Executive Officer*

*Scott Livengood*

*June 24, 2016*

\_\_\_\_\_  
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