

Job Description: DIRECT SUPPORT PROFESSIONAL II/RESIDENTIAL PROGRAM COORDINATOR

Date Effective: 2/19

Date Revised: 7/2021

STATEMENT OF JOB:

The Direct Support Professional II (DSP2)/Residential Program Coordinator (RPC) is directly responsible for assisting/prompting clients, as appropriate, in all aspects of daily living. They ensure that the basic needs of clients are appropriately met by working directly with the Program Administrator, Residential Program Manager, and Clinical Manager in implementing predicted outcomes for each client. The RPC's serve as advocates for clients by assisting them in the development of social and daily living skills. The RPC will assume additional responsibilities in a more advanced and supervisory capacity than a Direct Support Professional I, such as Team Leader Unit/Section Leader, Quality of Life/Job Coaching and will have higher qualifications. This is a full-time position.

Reports to: Residential Program Manager, Clinical Manager or Program Administrator

JOB RESPONSIBILITIES:

- 1) Essential
 - a) Comply with all Success Rehabilitation, Inc. policies and procedures as stated in all company manuals.
 - b) Be familiar with the mission of Success Rehabilitation, Inc. and work towards assuring that mission is integrated as part of all job efforts.
 - c) Work in residential areas and clinical/day program as assigned.
 - d) Function as Unit or Section Leader
 - (1) Plan: Monthly Activity; weekly meal plan; grocery shopping
 - (2) Monitor: client plan; client schedule; other staff assigned to unit
 - (3) Communicate with staff/Administration/Clinical team/on-Call on an ongoing basis to assure any issues or changes are addressed. Primary communication with therapist and case manager re client programs
 - (4) Manage client funds as necessary
 - (5) Assist with Medication Administration and monitor compliance for all unit staff
 - (6) Trained as Medication practicum observers. Investigate medication errors once identified
 - (7) Conduct fire drills per company drill schedule and complete proper documentation
 - (8) Identify safety and maintenance needs and assure proper supplies are in unit
 - (9) Regularly review and maintain unit cleanliness
 - e) Function as Team Leader *when assigned*.
 - (1) Plan/organize day's activities and staff assignments
 - (2) Monitor/supervise staff to assure that staff complete assignments as required, client schedules maintained, changes made as necessary
 - (3) Communicate with staff/Administration/ Clinical Team/On-call on an ongoing basis to assure any issues or changes are addressed
 - (4) Manage/problem solve any issues as they arise
 - (5) Complete all documentation as required
 - f) Assist with medication administration per SRI policies after successful completion of state approved medication training program and yearly practicums.

- g) Provide assistance to Residential Program Managers in annual reviews by completing the Direct Support Professional 1 portion of the annual review. Provides ongoing feedback to DSP1's as needed.
 - h) Provide assistance to clients per ADL Profile as required:
 - (1) Showering/bathing
 - (2) Toileting
 - (3) Dressing
 - (4) Grooming/hygiene
 - (5) Apartment/Room maintenance
 - (6) Meal preparation – assist with feeding when necessary
 - (7) Assistance with laundry when necessary
 - i) Provide Quality of Life (QoL) specialized outings or job coaching for clients as necessary:
 - (1) Provide transportation to/from location
 - (2) Assist clients during their QoL specialized outings
 - (3) Report all outing-related issues in a timely manner to Residential Program Managers
 - (4) Assist clients with job responsibilities as needed as outlined by Vocational Specialists
 - (5) Document all outing-related issues in a timely manner to Vocational Specialists
 - j) Provide transportation for clients as necessary
 - (1) Medical appointments
 - (2) Food shopping
 - (3) Personal and company leisure activities
 - (4) Approved home visits
 - (5) Ensure client's safety in company vehicles – use all appropriate safety restraints.
 - k) Serve on SRI Committees as assigned
 - l) Provide specialized training activities – i.e. Crisis Management
 - (1) Provides mentoring and training support to new hires.
 - m) Responsible for maintaining specific safety programs – i.e. vehicles, DME
 - n) Provide assistance on recreational activities as assigned.
 - o) Complete all daily documentation fully and per procedures.
 - p) Promptly report all significant incidents, crisis situations and other client/staff developments during shift per chain of command and complete proper documentation
 - (1) Communicate verbally as per chain of command
 - (2) Document on required forms
 - (3) Read and initial staff logs each shift
 - (4) Communicate appropriately with families as the occasion warrants
 - q) Implement and document outcome data as specified by Clinical Team.
 - r) Assure client's schedule is followed.
 - s) Implement Behavioral Plan.
 - t) Follow all Safety Policies and Procedures and use proper safety techniques as needed
 - (1) Bloodborne Pathogen Guidelines/Universal Precautions
 - (2) Emergency Procedures
 - (3) Crisis Management techniques
 - (4) Infection Control
 - (5) Identify unsafe conditions and notify maintenance of needed repairs
 - u) Meets company policy on attendance and punctuality.
- 2) Non-essential:
- a) Regularly attend and participate in staff meetings
 - b) Attend in-Support training programs as assigned
 - c) Report any noticeable facility/client maintenance issue to Program Administrator using established procedure.

JOB QUALIFICATIONS:

Meets all qualifications of Direct Support Professional I plus:

- Minimum 1 year of experience at SRI with performance ratings of Proficient or Advanced
- Good verbal and written communication skills
- Demonstrated ability to establish rapport with other staff and clients
- Associate Degree or Bachelor's Degree in a field related to Human Supports preferred
- Have and maintain annually CBIS Certification (preferred), or Success Brain Injury Certificate program, both which include 10 hours of brain injury education per year

LICENSES AND CERTIFICATIONS

- Valid Driver's License

Signature of Employee

Date

Employee Printed Name