

STATEMENT OF JOB:

The Direct Support Professional I (DSP1) 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. DSP1's serve as advocates for clients by assisting them in the development of social and daily living skills. The DSP1 will assume additional responsibilities than a Direct Support Professional, such as Job Coaching and will have higher qualifications. This is a Full-time position.

Reports to: Residential Program Manager, Clinical Manager/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 day program as assigned.
- d) 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
 - (8) Assist with client transfers as needed
- e) Support, educate, and assist in training new hires about client programs including the ADL Profile in D above.
- f) 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
- g) 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.
 - (6) Assist with client transfers in and out of the vehicle
- h) Complete all documentation daily fully and per procedures
- i) Assist with medication administration per SRI policies after successful completion of medication training certification program and semi-annual practicums.
- j) 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
- k) Provide assistance on recreational activities as assigned.
- l) Function as Team Leader *when assigned*.
- m) Implement and document outcome data as specified by Clinical Team.
- n) Assure client's schedule is followed.
- o) Implement Client Behavioral Plan.
- p) 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
- q) Meets company policy on attendance and punctuality.

2) Non-essential

- a) Regularly attend and participate in staff meetings
- b) Attend all required training
- c) Report any noticeable facility/client maintenance issue to Program Administrator using established procedure.

JOB QUALIFICATIONS:

- At least 18 years old
- High School Diploma or GED and six months experience in any of the following areas working with special populations:
 - CNA
 - Human Supports Volunteer
 - Human Supports employment in direct care preferred
 - Equivalent life experience
- Associate Degree or Bachelor's Degree in a field related to Human Supports preferred
- Good verbal and written communication skills.

LICENSES AND CERTIFICATIONS

- Valid Driver's License

Signature of Employee

Date

Printed Name of Employee