

		
	<b>Title: Direct Support Professional</b>	
<b>Position Classification</b>	<b>Pay Family: Community Support</b>	<b>FLSA Status: Non-Exempt</b>
<b>Description</b>	<b>Pay Grade: 2</b>	<b>Benefit Eligibility: All</b>
<b>Employee Name (print):</b>		
<b>Employee Signature:</b> (I have received a copy of this job description and my supervisor has reviewed it with me)		<b>Date:</b>
<b>Supervisor Signature:</b>		<b>Date:</b>
<b>Director of Community Support Signature:</b>		<b>Date:</b>
<b>Executive Director Signature:</b>		<b>Date:</b>
<b>Date Position Description Last Reviewed: 6/01/17,5/7/18</b>		
<b>Date Position Classification Last Reviewed: 6/01/17</b>		

The following is a composite representation of the responsibilities for the respective job title. It is not intended to cover all possible job requirements or job factors of the titled position. Lines of supervision and reporting are as shown on the organizational chart.

### **DEFINITION**

Under supervision of the Monacan Services Supervisor, this position evaluates, plans, implements and monitors areas of instruction and training for people with intellectual and developmental disabilities to maximize independent functioning and community relationships. The Direct Support Professional (DSP) is responsible for program planning, implementation, records documentation and parent/family contact. This position works in individual and group settings, facilitating group activities in accomplishing person-centered plans, goals and to develop independence in activities of daily living. This position will also provide supervision and oversight of volunteers.

### **JOB EXPECTATIONS AND ESSENTIAL FUNCTIONS**

- Develop and implement person-centered plans with behavioral objectives for each assigned consumer.
- Train and support people with intellectual and developmental disabilities in learning daily life activities and skills to become an active part of their community.
- Maintain a safe, supportive, and therapeutic environment to encourage the consumer and maintain dignity and respect for the consumer.
- Accompany and provide transportation to the consumer in community and public outings and related activities.
- Provide assistance and training to consumers in community settings to include but not limited to shopping centers, recreational facilities and pools.
- Administer medication as appropriate and directed by authorized personnel.
- Complete required reports, forms and other documentation as required.
- Maintain client records and incident reports in the Electronic Health Record and administrative records as required.
- Conduct consumer/family quarterly meetings for program involvement and explanation.
- Utilize the person-centered service model in working with the consumer.
- Assists individual in connecting with community resources, individuals and volunteer activities.
- Establish and maintain effective working relationships with individuals, organizations, and other agency personnel.
- Report any behavior issues regarding a consumer to supervisor and family.
- Attend periodic trainings and other staff meetings as scheduled.

- Shop with consumers for supplies
- To perform other assigned duties as necessary within established policy and procedures.

## **REQUIREMENTS**

### **EDUCATION**

High School Diploma or GED

### **EXPERIENCE**

Non-specified, but previous experience working with individual with intellectual or developmental disorders desirable

### **LICENSE(S)**

Position will be required to possess a valid Virginia driver's license  
Ability to obtain Medication Administration Certification

### **PRE-EMPLOYMENT**

Must submit to pre-hire criminal background check

## **KNOWLEDGE AND ABILITIES**

- Knowledge of educational and training needs of people with intellectual and developmental disabilities with knowledge in instructional, training, and teaching techniques.
- Knowledge of consumers with intellectual and developmental disabilities and behavioral situations.
- Knowledge of behavioral management methods.
- Knowledge of Goochland Powhatan Community Services policies and procedures.
- Knowledge of person centered practices.
- Knowledge of Home and Community Based Services (HCBS) rights and expectations.
- Ability to complete daily reports.
- Ability to safely operate a vehicle.
- Ability to work with persons with disabilities and handle a variety of behaviors.
- Ability to tolerate verbal and possible physical abuse while remaining calm, attentive, patient and maintaining a professional demeanor.
- Ability to adapt to frequent changes in job sites, job duties, and assigned individuals.
- Ability to work independently, take initiative, and make emergency judgments.
- Ability to handle emergency situations without direct supervision.
- Ability to perform appropriate crisis intervention involving consumer behavior.
- Ability to communicate with consumers and consumer's family members or guardians.
- Ability to complete required training including Crisis Intervention/Emergency Behavior Support and in-service First Aid and CPR training.
- Ability to work under pressure; meet deadlines, and set priorities.
- Ability to access internet and use appropriate applications including Microsoft Word and Excel.
- Ability to maintain confidentiality of consumer's information.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known

limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**ENVIRONMENTAL CONDITIONS**

Work environment will typically be working in the community (inside and outside activities) and will include exposure to road hazards usually experience in driving in rural, county surroundings, interstate highway driving, including exposure to weather and temperature extremes that may affect driving conditions as well as walking to assist passengers. May involve exposure to aggressive verbal and physical behavior, and exposure to infectious diseases from others.

Sitting: 10%; Standing/Walking 65%; Driving: 25%

Average Weight Required to lift or carry at any one time: Occasionally assisting consumers and their weight as needed, 50-100 pounds.