

# Parents & Friends, Inc.

Serving People With Developmental Special Needs Since 1955

## **Job Description –Direct Support Professional**

**Primary Job Description:** The Direct Support Professional provides day-to-day supervision and facilitation to adults with developmental special needs in a variety of settings based on individual needs and preferences. The goal of this service is to teach needed and desired skills when possible and/or support individuals in ways that promote self-reliance, self-determination and participation in community. Direct Support Professionals may provide support in areas including, but not limited to, educational, vocational, personal care, health, medical, independent living, and community integration. In particular it is hoped that this service will provide access to community resources and opportunities to develop social relationships with peers and others in the community. The Direct Support Professional reports to the Program Manager. This is an hourly non-exempt position.

### Preferred Qualifications:

1. High School Diploma or higher.
2. Training and/or experience working in the field of developmental disabilities or equivalent experience in human services preferred.
3. Have access to an automobile in safe condition with insurance coverage at the minimum required by state law.
4. Must have a telephone.
5. Communicate clearly in English.
6. Ability to be flexible, patient and handle a variety of situations.
7. Ability to communicate well with a wide variety of individuals including some with unique communication styles.
8. Ability to use tact, diplomacy and treat people with respect and dignity.
9. Ability to apply general principles of training to specific client needs.
10. Ability to work independently.
11. **Physical Requirements:** must be able to push a wheel-chair, provide ambulatory assistance to clients who require it, and perform a variety of physical tasks requiring: walking, sitting, standing, lifting (up to 25 pounds), kneeling, bending and stooping.

## **RESPONSIBILITIES**

A. Implement client's individual program plan.

## **SPECIFIC DUTIES**

1. Using the IPP, develop schedule of activities and strategies with supervisor, client and others in their circle of support. *(Essential Function)*
2. Provide a positive learning atmosphere for each client as well as moral support and inspiration. *(Essential Function)*
3. Provide medical support as required including: administering/documenting medications, attending and documenting medical appointments, medical follow-up and support, and physical therapy activities. *(Essential Function)*
4. Assist each participant in traveling from place to place in the community using public transportation, walking or private vehicle. *(Essential Function)*
5. Perform personal care needs including toileting, hair washing, etc. *(Essential Function)*

- B. Maintain Records
  - 1. Keep timely and accurate records of working hours for payroll and billing purposes. *(Essential Function)*
  - 2. Keep an accurate record of activities, dates and times of client service as requested by supervisor. *(Essential Function)*
  - 3. Make periodic reports on client progress as required. *(Essential Function)*
  - 4. As a mandated reporter, fill out special incident report forms as needed. *(Essential Function)*
  
- C. Consult with Supervisor
  - 1. Attend all required meetings regarding program and clients. *(Essential Function)*
  - 2. Attend in-service and training sessions as required. *(Essential Function)*
  - 3. Notify supervisor of problems or barriers to success of plans and seek advice as needed for problem solving. *(Essential Function)*
  
- D. General
  - 1. Promote respectful and dignified relationships with and between people with developmental disabilities. *(Essential Function)*
  - 2. Assist clients in advocating for themselves when necessary. *(Essential Function)*
  - 3. Present a positive image of Parents and Friends Inc. *(Essential Function)*
  - 4. Model positive adult interactions with clients in the community that we wish others to adopt. *(Essential Function)*
  
- E. Miscellaneous
  - 1. Other duties as assigned. *(Essential Function)*

**Reports To:** Program Manager

I have read and understand the above Job Description and an able to perform all of the duties described as essential functions:

\_\_\_ With no accommodation

\_\_\_ With accommodation. *Describe the accommodation:*

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Signature of Employee Performing Above Job Description

\_\_\_\_\_  
Month          Day          Year

\_\_\_\_\_  
Print Name

03/10/2017