Integrated Life Choices

Position Title: Direct Support Professional  Department: Residential
Reports To: Direct Support Manager  Supervises: None
Payroll Status: Non-Exempt/Hourly

Job Summary:
As a Direct Support Professional, you will support people with developmental disabilities and provide the opportunity to live a fulfilling life. Success in this position includes demonstrating the following:

- Support people in understanding and exercising their rights
- Encourage people to live a fulfilling life as independently as possible through self-advocacy
- Provide best person-centered supports to meet people’s needs throughout their lives
- Model independence and self-advocacy
- Support and encourage positive interactions.
- Improve social connections and relationships
- Provide transportation
- Provide day to day opportunities which support and guide people in achieving goals
- Model productive behavior as well as teaching life improving skills and daily skills
- Support in joining groups or organizations in line with personal interests of the person that is supported in order to meet recreational and social needs of the people we support

Examples of Work Performed

- Utilize Behavior Support Programs to guide daily interactions
- Direct daily activities to teach and expand person’s behavior and skill development necessary for independence
- Support individuals in scheduling and attending medical or other appointments
- Maintain a clean and safe living environment which requires supporting individuals with housecleaning
- Support people in all aspects of life including grocery shopping, meal preparation, recreational and leisure activities
- Support with all aspects of personal hygiene
- Monitor medical records and support administration as directed
- Provide transportation as needed
- Participate/contribute in meetings related to individual and company services/interests, etc
- Other tasks as assigned by the manager or the company

Selection Criteria:

- Minimum of 19 years of age
- High school diploma or equivalent required
- Valid driver’s license and current car insurance
- Successfully complete and pass all checks including
- Adult Protective Services central registry
- Child Protective Services central registry
- State patrol criminal background check
Essential functions:

The essential functions of the job include activities related to supporting people in living a fulfilling life. This includes promoting safety and personal growth opportunities.

- Willingness to model appropriate behavior and support people in performing activities
- Successful prior experience working with people with developmental disabilities desired or a combination of education and experience to suggest the maturity/readiness for position

Skills required include:

- The ability to calculate and complete basic math required for handling cash and maintaining a household budget
- The ability to explain, direct and document all types of information

Required interpersonal skills:

- Ability to interpret procedures, instructions and other detailed material
- Flexibility, patience and ability to remain an advocate regardless of short term results
- Ability to remain professional and consistent under stressful, provoking situations
- Openness to constructive feedback
- Active listening
- Ability to follow instructions, policies, procedures yet able to think through situations to make decisions that fit within guidelines and reflect all aspects of an individual’s support, safety and development
- Physical ability to lift 50 pounds; drop to knees; must be able to protect individual and self as needed, use physical restraint, ability to lift, and transport people as needed

Authority:

- Most standard functions are authorized according to contract, company guidelines, medical prescriptions/restrictions and the individual’s Program Plan
- Daily agenda/activities are developed by the people supported, ensuring compliance with all guidelines and program parameters, following the best course of action on a situational basis to encourage growth, protect safety and comply with day to day priorities

Working Conditions:

This work can be physically demanding in some situations. Directions and supports may be challenged, ignored or refused by people supported. Must be able to stay alert at all times, be patient, yet firm, and remain mindful of small details that influence or interfere with the person supported. People in this position perform consistently both routine and tedious tasks that are essential and mandated. In this position, some physical work examples could be but are not limited to:

- Intervene in aggressive situations and/or physically demanding responsibilities
- Support with lifting individuals to and from wheelchairs
- Support a person to and from a shower
- Use a gait belt in safe and dignified way
Performance Management and Measurement:

- Complete all required training within prescribed timelines
- Achieve satisfactory ratings on evaluations
- Follow required medication procedures
- Maximum of two (2) medication errors in 6 month timeframe
- Follow expectations from medication aide class (five rights)
- Engage with people supported; stay alert to maladaptive or interfering behaviors; use productive techniques to encourage, reinforce and redirect individual to behaviors within program guidelines
- Use resources to identify opportunities to expand individual’s mental, physical and social skills
- Communicate with management to minimize risk and avoid unnecessary issues/problems
- Follow prescribed Behavior Support Programs with emphasis on individuals’ safety and development
- Participate and cooperate with team; this includes showing respect, avoiding negative communications/gossip and demonstrating personal accountability with willingness to support others
- Wear appropriate attire
- Use appropriate behavior/language and act as a role model for people supported
- Protect confidentiality; maintain compliance with all procedures regarding monies, personal property, space, etc.
- Devote full time to ILC’s interests during hours worked
- Refrain from using personal cell phones during working hours
- Refrain from engaging in personal tasks during working hours
- Use of proper procedures for food preparation, hygiene, daily activities, etc...
- Assure home environment is clean and orderly
- Complete and maintain documentation accurately and on time for the following:
  - Individual daily logs
  - MARS
  - Seizure logs
  - GERs (incident reports)
  - Cash records
  - Other required forms/reports
- Be ready for job when shift begins
- No unexcused absences or tardies per quarter. An unexcused absence is defined as a failure to report an absence within two (2) hours of starting time, and/or failure to find replacement for shift

I understand that nothing in this position description in any way creates an expressed or implied contract of employment between me and Integrated Life Choices. This description is intended to foster my working relationship by allowing me to understand what is expected of a person performing this role. I understand that my job responsibilities and performance expectations will be discussed with me and evaluated at scheduled times.

__________________________ / ____________________________
Dated Applicant/Employee (Print and Sign)

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Dated

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HR Manager or President/CEO

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