



Direct Support Professional (DSP) Role Description

<p>Status: Non-Exempt</p>	<p>Reports to: Supervisor primarily, Coordinators as appropriate.</p>
<p>Starting Pay: \$15.00, Increase to \$16.00-\$21.00 upon successful completion of orientation. Increase beyond \$16.00 is based on education, experience, and some qualifying training.</p>	<p>Supervises: Does not supervise other employees but may oversee volunteers on occasion.</p>
<p>Classification: This position requires tasks that routinely involve a potential for mucous membranes or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures is required for every health care provider in this position.</p>	
<p>Scheduling: Front Half DSP works- 36 hours (Full-time), 12-hour shifts, combination of Sun-Wed. Back Half DSP works- 36 hours (Full-time), 12-hour shifts, combination of Wed-Sat. Part-time may include a variety of hours not exceeding an average of 34 hours weekly. An employee's scheduled hours may include, but are not limited to the following- Overtime (over 40 hours per week is paid at 1.5 times the regular hourly wage), a rotating work schedule (may vary from one week to the next, this is based off core member need), overnights (contains hours in which staff is allowed to sleep), weekends (typically works every Saturday or Sunday).</p>	
<p>General Overview: A Direct Support Professional is a staff person who provides a variety of support to core members. Primary areas of responsibility include social interactions, role modeling, assisting with skill development, assisting with activities of daily living, and assisting with recreational and leisure activities the core members choose to participate in. The Direct Support Professional completes these responsibilities while offering the highest level of independence and choice as is appropriate for the core member, as well as acts within the framework of service plans, physician's orders, Friendship Ark philosophies, and applicable Federal, State, and local laws and regulations. A discernment process involving a 90-day probationary period will be used to confirm the appropriateness of everyone for this position.</p>	
<p>Qualifications:</p> <ul style="list-style-type: none"> • Age: Must be 18 years of age or older • Education: High school diploma or GED certificate. Ability to complete & pass Medication Manager certification (must meet requirement within 90 days of employment). • Experience: Employment experience with adults or children with special needs is preferred but not required. • Transportation/Travel: Must have a valid driver's license and qualify as an insurable driver. Ability to obtain D3 license certification (if Iowa Resident) within 90 days from hire. It is recommended that you have access to a well-maintained vehicle that meets Friendship Ark safety standards. Willingness to use to transport core members; must carry personal liability on own vehicle if choosing to use for business purposes. Coverage of at least \$300,000 in personal automobile liability is recommended. <u>Ability to get to scheduled shifts on time.</u> • Physical Demands: Must be in good health, free of TB or have received proper vaccination, able to lift and carry 50 pounds. For more than 50 pounds, must use 2-person lift. May be required to pass post-offer, pre-employment health examination. • Mental Demands: Ability to work under stressful conditions with frequent interruptions. Ability to make decisions using good judgement in crisis situations. Ability to work independently without supervision. Ability to interpret and apply relevant policies and procedures. • Specific Skills or Knowledge: Good oral and written communication skills. Good listening skills. Able to document accurately all observations, significant events, and services provided. Aware of the potential and limitations of persons with intellectual disabilities; motivated to work with a wide range of needs, including aggression, seizures, and special health needs. Basic computer knowledge with ability to learn company specific programs. 	

- **Personal Qualities:** Must pass DCI and other background checks. Confident, calm, and steady; a mature dependable individual. Ability to be present and in the moment while working and can separate from personal life dilemmas while working. Available and flexible to the changing needs of the core members and Friendship Ark, able to work a flexible schedule when needed. Commitment to share in the spiritual life of a faith-based community for the purposes of mutual encouragement and support. Willing to admit mistakes, correct them, and learn from the situation. Teachable, open to learn from people of different backgrounds; cooperative in exploring alternative problem-solving strategies without being overly invested in a single solution. Discrete and confidential handling private information about self and others. Communicates with respect, gentleness, openness, and honesty; shares personal views and listens to divergent views of others in a non-emotional, non-combative manner.

Responsibilities:

- **Rights/Privacy:** Shows dignity to core members through respect of their rights and privacy. Maintains confidentiality of core members and employees. Follows policies and procedures to ensure HIPAA compliance.
- **Safety:** Assists CMs with practicing safety skills- safety drills. Uses safe practices to prevent accidents of all kinds. Reports & documents all safety-related incidents as required.
- **Role Modeling:** Invests in the relationship with CMs, displays appropriate actions/reactions for CMs. Communicates with CMs and their families in a kind and dignified manner. Supervises CMs as required.
- **Judgement/ Decision Making:** Uses Service plan and other resources to assist CM with making decisions, helps CM to process the options and the consequences of the options to the degree that is appropriate for that CM. Responds appropriately and quickly to urgent situations with reason and calm.
- **Skill Development:** Reviews and implements skill development activities with CM using Service Plan. Uses creativity to motivate CMs, offers insight and suggestions on future goals for the CMs. Functions as part of the Interdisciplinary Team.
- **Daily Living Activities:** Assists CMs with personal cares, medication dispensing, meals, laundry, cleaning, etc. While offering the highest appropriate level of independence and choice. Assists CMs with choosing and accessing social/community functions they would like to participate in.
- **Care & Upkeep:** Assists CMs with reporting site maintenance needs to the appropriate person in a timely manner. Assists CMs with completing upkeep of their home- documents on site checklists.
- **Transportation:** Provides safe transportation to appointments and activities, either in FAH vehicle, personal vehicle, or public transportation. Follows driving/traffic rules and regulations. Maintains ability to use FAH vehicles.
- **Spiritual Growth:** Assists and respects CMs with discovering and engaging on their spiritual journey. May be asked to pray, read from the Bible, or go to a church service, based on the CMs beliefs and preferences.
- **Gentle Teaching:** Implements the principles of Gentle Teaching into their work. Guided by the four pillars. 1) Safe- Provides a foundation for building trust, has meaningful relationships with CMs. This includes emotional, physical, psychological, and environmental safety. 2) Loved- Assists to create a culture where everyone feels valued. Recognizes that behaviors are a symptom of feeling emotionally unsafe, understands that others do not need to earn our approval, and supporting a person is to be supportive unconditionally. 3) Loving- Understands that is the caregivers responsibility to demonstrate the skills necessary to become connected to the people around us, assisting others to nurture meaningful relationships. 4) Engaged- Provides opportunity for CMs to have purpose in their days. Discovering ways to get involved in meaningful activities, finding value in relationships, and building connections within an community.
- **Attendance:** Punctual and present at scheduled shifts, site meetings, trainings, and other meetings as is required. Actively participates during shift/ meetings/trainings. Properly uses call in procedures when absence is required. Is flexible on the job- picks up shifts, changes location of shift when needed.
- **Communication:** Communicates appropriately and professionally with co-workers/ management/and others- is respectful of words used, offers change of shift communication, uses chain of command to address concerns. Follows through with instructions and returning phone calls/ text/ voicemails/emails.

Ensures that you have reliable method for others to get ahold of you (phone, voicemail is not full, email is checked and working)

- **Professionalism:** Displays a positive teamwork attitude- encourages others, takes initiative to help where needed, acts as a positive role model for co-workers & new hires. Uses time and other resources effectively and efficiently- shows the ability to ask questions of the proper person when unsure.
- **Documentation:** MITC- timekeeping is completed & approved timely, time off requests & PTO is entered correctly and follow due date for request, schedule is checked regularly. Progress Notes/ Support Note/ Incident Reports are entered timely. This documentation contains information that is objective, respectful, and is written so that it can be easily read and understood.
- **Training:** Completes all required training, being mindful of due dates. This includes site meetings that are mandatory, must receive supervisor approval to be an excused absence and must be made up in the month of that meeting.
- **Other:** Performs other duties as assigned. Floats will be trained at a minimum of 2 sites. Floats will be given first option at open shifts once schedule is rolled out for the next month, after 48 hours all direct care employees will be able to bid on shifts.

Statement of acknowledgement: I have received, reviewed, and fully understand this role description. I further understand that if I have any questions regarding this role description, I am responsible for seeking clarification from my immediate supervisor. I am responsible for the satisfactory execution of the functions that are described therein, under all conditions as described. I also understand that performance evaluations and merit increase to my pay are based on my ability to perform the duties and responsibilities outlined in this role description.

Employee Name (Print):

Employee Signature:

Date: