

## **Job Description: *Direct Support Professional*** **(aka: *Direct Care Staff with IFDS model*)**

The ***primary responsibility*** of the Direct Support Professional is to provide training and health/safety supervision for the member being served. This is a professional position within the *Individual & Family Directed Services* model which provides specialized daily living training and assistance. As a professional, the Direct Support Professional is expected to be self-directed, self-motivated, well-organized and at all-times display total professionalism in their attitude, appearance, and in their relationships with member and family. The well-being of the member is always our #1 priority. This makes it imperative that the Direct Support Professional will be fully aware of and advocate for the rights of the member with a disability. Other responsibilities of the Direct Support Professional include but are not limited to the following:

### ***Essential Job Duties:***

1. Provide training and supervision of Member with any Intellectual or Developmental Disabilities
2. Work cooperatively, professionally, and openly with Managing Employer or Representative, co-workers, parents/guardian, and any other appropriate people involved with the Member
3. Uphold individual confidentiality and ensure that all Member's rights are always being implemented
4. Be flexible with regards to work schedule, assignments and procedures
5. Implement all goals as scheduled on member's ISP or plan of care; collect and document data when the goal is run.
6. Assist Member with behaviors, learning good work skills, and other work-related issues (*e.g., hygiene, appearance, staying on work schedule, etc.*)
7. Assist with the development of Member's goals
8. Document progress on training
9. Maintain a safe and orderly training environment
10. Monitor and Implement Behavior Modification programs (*using the "Getting It Right" principles, if needed.*)
11. Attend in-service trainings as required, staff meetings, etc.
12. Administer member's medications (*if applicable*)
13. Administer CPR/ First Aid (*if needed*)
14. Write Incident Reports (*as required*)
15. Transport individuals by vehicle (*if needed*)
16. Provide information to the Managing Employer (or Representative) as needed
17. Compliance with agency policy and fire drills
18. Food preparation using specific Member's diet orders
19. Assist with Member's appointments as directed and setting up activities

20. Ability to work in outside elements year-round as needed

**Required Training:**

*(The following training must be completed and recertified when it is required)*

- \*-Medication Administration (*annual*)
- \*-First Aid and CPR (*2 years*)
- \*-Blood Borne Pathogens, Health & Safety, Individual Rights
- \*-Behavior Management Training, GIR or NCI (*annual*)
- \*-At least a High School Diploma or GED is required
- \*-Individual & Family Directed Services orientations/in-services/training

**HIPPA:**

- All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule are required by the rule to receive training so that they have an understanding and knowledge of the HIPAA Privacy Rule that corresponds to their job responsibilities.

*I hereby acknowledge that I have read and agree to perform the duties of the position described above. I also understand that this does not constitute a contract between Managing Employer (or Representative) and myself.*

\_\_\_\_\_  
**Direct Support Professional Printed Name**

\_\_\_\_\_  
**Direct Support Professional Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Managing Employer (or Representative) Printed Name**

\_\_\_\_\_  
**Managing Employer (or Representative) Signature**

\_\_\_\_\_  
**Date**

*\*Note: Essential job duties, knowledge/skills requirements, and training requirements have the potential to change in the future as the Member's needs change and/or expand to allow the Direct Support Professional (DSP) to continue to meet the needs of the Member. If this occurs, a new job description will need to be updated, reviewed, and signed with the DSP at that time.*