



Job Title: Direct Support Professional I (DSP I)
Program: Residential Services
Reports To: IRA Coordinatoor
Reporting Location: IRA
FLSA Status: Non-exempt

GENERAL PURPOSE OF JOB

The Direct Support Professional I is responsible for ensuring that services are provided within the standards established by the department and the agency. They must understand, commitment to, and respect for people being served, their family members and the agency's mission. They are responsible to ensure that the services provided are geared to promote personal growth, skill acquisition, and community inclusion. These services must be meaningful to the people served and encourage and respect their choices. Hours are variable based on the needs of the person receiving services; some overtime and shift coverage is necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure the health, safety and well-being of people in the program.
- Complete Residential Habilitation documentation in a timely fashion and ensure implementation of staff service actions.
- Provides nutritious, balanced meals based on the house menu. Encourage and assist individuals to participate in shopping and food preparation
- Complete daily routines with regard to chores, housekeeping, maintenance of ADL kits, and active treatment. Alert Residence Manager when more ADL or program supplies are needed.
- Implement community integration and involvement based on the Residential Habilitation (Res Hab) plans of each individual.
- Ensure that the residence is maintained with a high level of cleanliness and respect for the people that reside there.
- Address all crisis situations, and medical emergencies in accordance with agency policy
- Upon completion of the medication administration course, Maintains Med Certification and dispenses medications as assigned.
- Assist with personal care and health-related needs. Comply with the guidance provided by the Supervisor, Residence Manager and the Nursing Department.
- Assist with maintenance of residence files and inventories as needed.
- Will implement all Behavioral Management progress and required.
- Represent the agency in a positive manner to other staff, agencies, the community, service providers, and on the internet including email and social media sites.
- Comply with and implement practices in accordance with state and federal regulations.
- Provide transportation to and assist at medical appointments and lab work. Provide transportation to and from activities which are person centered including church, home visits, individual and group outings.
- Perform any other work-related duties as requested by supervisor(s) and/or Executive Director or their designee.

DRESS CODE

All Direct Support Professionals (DSPs) are expected to wear sturdy, closed-toe footwear that enables them to have good traction and balance. DSPs are expected to avoid clothing that is excessively tight, short or revealing. No part of under garments should be visible outside clothing. Shirts and tops should cover the entire torso. Hats/hoods and sunglasses will be removed while indoors.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform any other tasks/duties deemed necessary by the supervisor. This position may be required to work beyond scheduled hours, as assigned, to ensure adequate staff coverage. Staff will time to time be mandated to work above and beyond your standard shift.

EDUCATION AND/OR EXPERIENCE

- High School Diploma/GED is required; an associate degree is preferred.
- No experience required; one year of related experience is preferred.

SKILLS

Language Skills: The employee must have the ability to read, comprehend, and write simple instructions, short correspondence/memos. Have the ability to effectively present information in one-on-one and small group situations.

Mathematical Skills: Have the ability to add, subtract, multiply and divide 2-3 digit numbers using units of United States' currency, weight, volume and distance measurements.

Reasoning Skills: Have the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Have the ability to problem-solve involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid NYS driver license with driving record that meets In Flight, Inc. insurer's standards is required.
- The employee is required to successfully complete several agency trainings, including but not limited to crisis intervention and prevention training, Medication Administration, PR/First Aid, Driver Certification and Behavior Management. Upon hire and as required through certification standards.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. While performing the duties of this position, the employee is regularly required to stand, walk. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch and crawl. The employee must be able to lift up to 50lbs.

CONDITIONS OF EMPLOYMENT

Conditions of Employment: The employee agrees to comply with the Corporate Compliance Policy and all laws, rules, regulations and standards of conduct relating to the position. All staff must pass all NYS Justice Center Background Check Requirements, and Physical. In addition, the employee has a duty to report any suspected violations of the law (including any motor vehicle infractions) to the Human Resources Director.

EMPLOYEE RECEIPT/ACKNOWLEDGEMENT

I, _____ acknowledge that I have reviewed this job description and
Print Name

understand the expectations and responsibilities of this position. I acknowledge that the job description is not designed to cover or contain a comprehensive listing of tasks, activities, duties or responsibilities. Additionally, I acknowledge that management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change. For example: in times of emergencies, changes in personnel, workload and/or technical development.

Signature

Date