

SUMMERTREE RESIDENTIAL CENTERS, INC.
JOB DESCRIPTION: DIRECT SUPPORT PROFESSIONAL (DSP)

SUMMARY OF POSITION:

The DSP must be honest and must care about the individuals we serve. The DSP is a member of a direct care team. The team is primarily responsible for the well-being and safety of the individuals. Duties include the physical ability to assist individuals in their activities of daily living, including ambulation or wheelchair mobility, lift usage, van transportation, and emergency evacuation. The DSP must also be active in the implementation of Person Centered Plans, schedules and maintaining the home environment by performing assigned shift responsibilities.

DIRECTLY RESPONSIBLE TO:

Home Supervisor and/or Assistant Home Supervisor

ESSENTIAL FUNCTIONS OF POSITION:

1. **Training:** Attend and successfully complete approved contract agency training within the timeframe specified. CPR and First Aid will be completed prior to first shift. Successfully complete in-home training and required annual update training.
2. **Consumer Advocacy:** Ensure effective individual and team advocacy for all persons served. Assist in transportation and ensure the safety of individuals to community activities as assigned. Ensure that individuals present as normal a profile to the community as possible. Maintain current knowledge of procedures and accept responsibility for immediately reporting suspected recipient rights violations per policy guidelines.
3. **Policy Administration:** Assist individuals in living a quality life as outlined in their Person Center Plan. Record clear, concise and accurate documentation of information relevant to each individuals Person Center Plan. Consistently carry out programs, both formal and informal as written per each Person Center Plan. Maintain a consistently positive attitude toward team members, and individuals served and their programs and goals. Follow the guidelines for accurately documenting data on individual programs on the daily and/or monthly summaries. Maintain current knowledge of individuals and accept responsibility for accurately filling out house paperwork e.g.; daily log, incident reports, individual's family contact log, and any other forms necessary to the operation of the home.
4. **Safety:** Maintain a clear understanding and ability to carry through on emergency home procedures for fires, tornadoes, accidents, and other serious incidents affecting individual welfare. Readiness for emergency procedures requires that a DSP be able to move individuals to safety. This generally requires a DSP be able to lift at least fifty pounds. Maintain a clear understanding and appropriately utilize correct notification procedures involving medical emergencies and other serious incidents. Actively and consistently, at all times, maintain knowledge of and practice infection control procedures as written per the home guidelines.
5. **Physical Requirements:** Physically capable of lifting and transferring, potentially large wheelchair users, safely with assistance. Ensure that team members do not lift any individual weighing in excess of fifty pounds, except in emergency situations, without assistance. Maintain a current knowledge and ability in the use of all lifts where applicable. This includes, but is not limited to, Arjo, Hoyer and van lifts and all accessories used in the operation of transferring and transportation of individuals. Successfully complete in-home training in the operation of the vans used in transportation of individuals.

NOTE: Although the essential functions of this position are dynamic, the current job description is an accurate view of the essential functions. Reasonable accommodations are always considered and may override the physical demands for a qualified individual with a disability.

PHYSICAL DEMANDS:

Medium Work: exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than 0 to 10 pounds of force constantly to move objects.

iWalking—moving about on foot is required on a frequent basis.

iSitting—remaining in a normal seated position is required on an occasional basis.

iPush/Pull—on an occasional basis must be able to push/pull with arms with a force of approximately 20 to 50 pounds.

iStooping/Kneeling/Crouching—is required on a rare basis regarding some of the general laborer duties.

iReaching—reaching is required on a frequent basis.

iHandling—working with the hand or hands such as holding, seizing, grasping, or turning is required on a frequent basis.

iFingering—picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm is required on an occasional basis.

iTalking—expressing or exchanging ideas by means of the spoken word is required on a frequent basis.

iHearing—perceiving sounds by the ear is required on a frequent basis.

iNear Acuity—clarity of vision at 20 inches or less is required on a frequent basis.

iDepth Perception—three-dimensional vision with the ability to judge distances on spatial relationships is required on a frequent basis.

iColor Vision—(identify and distinguish colors) are required on an occasional basis.

SPECIFIC DUTIES:

1. Maintain an attendance record as defined by the personnel policy guidelines. Attend and participate in mandatory monthly staff meetings. Attend mandatory in-service training meetings as required by the Home Supervisor. Establish and maintain courteous, cooperative and professional relationships with co-workers, supervisors, individuals and their families or guardians.
2. Assist all individuals daily, as needed, in their personal appearance and hygiene by assisting the individual in bathing, brushing teeth, personal grooming, selecting clothing and dressing.
3. Successfully complete CMH Medication and home training procedures. Following full clearance as a Med Passer, ensure that medications are administered and documented as written. Maintain a current knowledge of each individual's medication and administer individual's medication as assigned by the Home Supervisor.
4. Maintain and ensure the quality and safety of the home and grounds by following written checklists of the shift responsibilities. Report any perceived safety concerns in and around the home ensuring the safety of the individuals and other associates. Assist in meal preparation and clean-up following the guidelines established by infection control and Summertree Residential Centers, Inc. Follow dietary guidelines, as written in meal preparation.
5. Perform any other adjunct duties as assigned by the Residential Manager, Home Supervisor or Assistant Home Supervisor.

QUALIFICATIONS:

1. Ability to read, write and comprehend information at the level of a high school graduate.
2. Medical exam inclusive of a negative TB test and drug test, which certifies that the candidate is able to assist individuals in their activities of daily living, transportation, emergency evacuations, etc.
3. Two references, one work related.

AGREEMENT:

I understand, agree to perform and be held accountable for the aforementioned duties to the best of my ability. I recognize that the failure to effectively perform these duties could result in the termination of my employment with Summertree Residential Centers, Inc.

SIGNATURE: _____ DATE: _____