

Direct Support Professional (DSP)

PACESETTERS INC. POSITION DESCRIPTION

Non-Exempt (Hourly) Position
Reports to Home Manager

Minimum Qualifications

- Eligible to legally work in the US
- Minimum 18 years of age
- Meet the qualifications of a driver as established by our insurance carrier and Pacesetters policy
- Computer skills
- Proof of Education (minimum High School Diploma, High School Equivalency, GED, or proof actively enrolled)
- Pass DIDD background checks
- Stable and satisfactory work record
- Satisfactory personal references
- Electronic/direct deposit

Plus additional qualifications of:

- Successful completion of the 90-day probationary period or any specified extended probation
- Successful completion of all required training (NEO's, in-county training, DIDD required computer training)
- Completion of all required new hire documentation (direct deposit established, proof of education, original SS card received, correct name and address on DL and SS card, etc.)

Job Summary

Direct Support Professionals (DSP) provide services to adults with developmental and intellectual disabilities. Our mission is to empower and support people with disabilities and their families to live enriched and fulfilled lives. Depending on the needs of the persons supported, the DSP provides assistance with living skill development, health maintenance, medication administration, personal care, and behavioral development.

The DSP works in a number of settings including but not limited to Residential Habilitation and Supported Living Homes (residential homes that serve 1-3 people), Day Programs (living skills and employment training), Home & Community Based Services (in-home care and supports), and Vocational Rehabilitation (job skill training and job placement). Working under the direction of a Support Manager, the DSP works to provide services to enrich the lives of our persons supported. Emphasis is placed on creating a family-like environment that encourages persons supported to experience a full life assisting them in participating in traditional daily activities such as shopping, going to the movies, enjoying hobbies, etc. The DSP advocate for persons supported to be fully integrated into community life.

Essential Duties and Responsibilities

Pacesetters, Inc. has an uncompromising commitment to quality and integrity. Employees are expected to perform their duties and responsibilities to our high standard of quality. *Some of the duties and responsibilities vary in intensity and frequency depending on the assignment.*

Advocacy---Assists persons supported with achieving personal goals, works on behalf of persons supported to overcome barriers, helps persons supported participate in activities of their choice, respects persons supported personal beliefs, choices, and interests

Health Maintenance---Provides care and assistance to promote good health, helps persons supported receive medical care and communicates with medical professionals, administers medications according to physician instructions, records information regarding health events, conditions, and status, provides First Aid/CPR and seeks emergency medical care when needed

Personal Care---Helps persons supported with eating, grooming, dressing, bathing, and toileting, assists with their mobility including lifting them from a seated or lying down position, helping them walk and maintain stability

Living Skills Development---Helps develop living skills such as cooking, money management, household shopping, doing laundry, personal hygiene, etc., teaches work-related skills and job preparedness, supports persons supported in the job search process and maintaining job performance, records progress on skill development and achievement

Behavior Development---Serves as a role model and mentor demonstrating the desired behaviors, coaches persons supported using approved techniques and strategies, uses approved physical intervention techniques when necessary to protect persons supported and others

Operational Support---Maintains cleanliness of program, drives company vehicle to transport persons supported to activities, completes tasks that are beyond the person supported's ability, follows policies and procedures for handling money

Professional Behavior---Acts in a professional manner and communicates effectively with others, completes training programs, and attends required meetings. Pacesetters expects staff to effectively follow the 10 Basic Performance Standards: 1)Speak to all people politely, 2)Include people in conversations, speak with them, not about them, 3)Use positive verbal & non-verbal communication, avoid being negative, 4)Explain things in ways that people can understand and observe how the information is received, 5)Encourage

people to think by asking questions rather than giving commands, 6) Teach people who receive support to do as much as possible for themselves rather than doing for them, 7) Include people in making decisions, provide choices when necessary, and try not to be bossy, 8) Respect differences and the person's desires, needs, and values, 9) Consider a person's feelings and concerns even if neither seems important to you, and 10) Listen to other people's points of view if involved in a disagreement. If you are upset, don't allow it to affect your behavior.

Required Knowledge, Skills, and Ability

Because of the established duties and responsibilities of those in direct care, applicants must be able to: 1) lift more than 50 lbs., 2) push/pull heavy loads (i.e., wheelchairs), walk, bend, squat, turn in the knees/ back/wrists/and shoulders, and grasp with both hands, 3) see (20/40) and hear (40 decibels) with or without correction, 4) drive motor vehicles, 5) speak, read, and write English, 6) complete all required training and pass tests to meet competency requirements, 7) pass a TB skin test/TB Risk Assessment, and 8) pass a drug screen and background checks. See attached Essential Job Functions that direct care requires.

Working Conditions

While working as a Direct Support Professional, employees may be required to deal with the following conditions: 1) unconventional schedules- programs and services operate 24 hours a day, 365 days a year, 2) possible exposure to blood-borne pathogens, and 3) possible exposure to profanity, violent, and/or offensive behavior from persons supported.

ESSENTIAL JOB FUNCTIONS

Job Title: Direct Support Professional

Job Duties/Responsibilities: (Reference Job Description pages above)

Job Requirements (Applicant Must be Able to):

Job Risk (Environmental) Factors:

1. Stand or walk more than 70% of shift
2. Kneel or squat frequently
3. Bend or stoop frequently
4. Work with areas above shoulder level
5. Lift more than 50 pounds
6. Have full use of hands and/or arms or
The equivalent with prosthesis
7. See 20/40 or equivalent with corrective lenses
8. Hear 40 decibels or the equivalent with aids
9. Drive motor vehicles, including Lift Vans
10. Use Step Stools
11. Work alone (in isolated areas)
12. Work shifts
13. Work mandatory overtime
14. Tolerate high job stress (e.g., deadlines,
unstructured responsibilities, high work volume)
15. Sweep & Mop
16. Work with persons supported that may have
aggressive behaviors
17. Assist persons supported with personal care &
prepare meals
18. Push/pull heavy loads such as positioning people/objects,
transferring people; pushing wheelchairs/large beds, etc.
19. Pass: TB assessment/test, drug screen, background checks

1. Exposure to cold/warm/hot temperatures
 2. Exposure to wet floors
 3. Exposure to chemical vapors (cleaning agents)
 4. Exposure to ionizing radiation (microwaves, TVs, etc.)
 5. Exposure to dust
 6. Exposure to sharp knives, cutters, blades
 7. Exposure to excessive noise
 8. Exposure to carcinogens i.e. cleaning agents
 9. Infection hazard (e.g., TB, hepatitis, HIV)
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10. Skin contact with chemicals-- household cleaners
 11. Working around machinery with moving parts (adaptive equip.)
 12. Exposure to oil and/or gas fumes

I understand the above Position Description and Essential Job Functions are required of me and that I am capable of performing them with: _____ No restrictions _____ The following restrictions:

Signature

Date