

**JOB DESCRIPTION**  
**Direct Support Professional**

Name \_\_\_\_\_  
(Print)

**AREA OF RESPONSIBILITY:**

**Direct support professionals** (DSPs) are people who work directly with people with physical, emotional and/or intellectual disabilities with the aim of assisting the individual to become integrated into his /her community.

A direct support professional is a person who assists an individual with a disability to lead a self-directed life and contribute to the community, assists with activities of daily living if needed, and encourages attitudes and behaviors that enhance community inclusion. A DSP may provide supports to a person with a disability at home, work, school, church, and other community places. A DSP also acts as an advocate for the disabled individual, in communicating their needs, self-expression and goals.

The direct support professional is responsible to provide direct services to the individuals including, assisting in maintaining a clean, safe living environment, supporting and/or providing their healthcare needs, preparing meals, providing supervision, training, and assisting the individuals in every aspect of their lives, while promoting their maximum level of independence and functioning.

The direct support professional is responsible to work cooperatively with the program director and other staff in developing, implementing, and evaluating the individuals care and programming needs. This position reports any program or personnel issues, including household, medical, or maintenance needs directly to the program director or lead direct support professional depending on the issue.

**RESPONSIBLE TO:**

The direct support professional is responsible to the program director.

**QUALIFICATIONS:**

Minimum 18 years of age. High school diploma/GED equivalent required. Must possess all of the following: a sincere desire to actively listen to, learn from, respond to, support and respect the choices of persons with disabilities, make sound judgments to assure individuals are healthy and safe, work as an effective and professional team member to improve the consistency and quality of services, supports and education provided by DSPs, communicate effectively, both verbally and in writing, to assure individuals served and team members work toward the goals established by the person served, and are able to perform the physical requirements of the position. Prior education and/or experience supporting individuals with physical, emotional or intellectual disabilities are preferred.

The direct support professional must be able to meet the physical requirements of the position as outlined in the Physical Requirements Job Description Addendum.

**INFORMATION TECHNOLOGY:**

JD-01

DSP Template Eff: 8/18/11
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Effective Date: 01/01/2020  
**Indiana**

This position requires the use of computer software applications. This position requires basic keyboarding, computer, and a smart phone. Required use of your personal smart phone for this position includes, but are not limited to documentation in KRONOS and THERAP.

**DRIVING DESIGNATION:**

This position is designated as an Unlimited Driving Position --defined as one that requires an employee to drive a motor vehicle as a part of their XX work, including vehicles owned or leased by XX, and/or to drive a vehicle in which a person served is transported. Any employee in this position must comply with the requirements outlined in the POLICY AND PROCEUDRE ON DRIVING AND THE USE OF MOTOR VEHICLES (A-8). All employees in this position must have a valid driver's license and an acceptable driving record, as defined by our insurance carrier. An employee hired for a position that requires the employee to drive their own car is responsible for their own automobile insurance.

**BENEFIT CATEGORY:**

Non-exempt, hourly

A-3 benefit category is classified as working 36 + hours/week.

A-2 benefit category is classified as working 30-35 hours/week.

A-1 benefit category is classified as working less than 30 hours/week.

**HOURS WORKED:**

Full or part time hours; hours vary based on needs of individuals. Schedule may include a mixture of day, evening, overnight, and weekend hours. Employees in this position should also be prepared to substitute for extra hours when necessary to ensure the ongoing provision of services to individuals.

**Responsibilities and Duties:**

1. Ensure all individuals, their family members, community members and co-workers are treated with dignity and respect
2. Assure individual, family, or community concerns are responded to promptly by communicating such issue to XX supervisors.
3. Assist individuals to develop' basic living skills including but not limited to social, domestic, and hygiene through instruction and encouragement.
4. Assist in the development and implementation of short- and long-term goals for the individuals under the direction of the Program Director.
5. Document the individuals' progress of his/her short- and long-term goals as well as his/her daily activities using Therap or other documentation systems
6. Develop and maintain a positive and effective on-going relationship with individuals, families, staff, administration, other service providers, and case managers.
7. Perform or assist individuals with personal hygiene as needed (e.g., bathing, brushing teeth, shaving, nail clipping, dressing, bodily functions, and individual appearance).
8. Assist with personal care services that are assigned by a health professional which may include observing, reporting and documenting of changes in the health status of the person

or in their bodily functions. Including but not limited to reading and recording a person's temperature, pulse or respirations or other needed personal care services.

9. Perform or assist individuals with basic domestic duties as needed including but not limited to cooking, household cleaning, laundry, and shopping.
10. Coordinate and assist with the maintenance of the individual's schedule (e.g., doctor appointments, interdisciplinary team mtgs., and job schedule).
11. Coordinate and assist with the individual's participation in leisure and recreational activities.
12. Maintain records and complete paperwork as required by XX including but not limited to Kronos time recording, mileage, petty cash, medication documentation, incident reports and goal data.
13. Adhere to individual's behavior and health management plans including but not limited to administration of medication, use of behavior modification techniques, and dietary restrictions.
14. Maintain a safe environment for the individual; prevent harm to individual, self, and others.
15. Report any and all incidents or safety concerns to the Program Director or emergency on-call supervisor in accordance with policy and procedure.
16. Transport individuals to and from work, scheduled appointments, recreational activities, or other activities in a safe and timely manner.
17. Manage individual's and agency's funds in accordance with XX policies and procedures and report any suspected or actual misuse of individual or agency funds or property.
18. Serve as a positive role model to individual(s).
19. Complete all required trainings prior to their expiration per XX conditions of employment.
20. Keep up to date with current XX and regulatory licensure standard policies and procedures.
21. Other duties as assigned.

Employee/Applicant  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employer/Interviewer  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_