

JOB DESCRIPTION
Lead Direct Support Professional-ICF/ESN

Name _____
(Print)

AREA OF RESPONSIBILITY:

The lead direct support professional position is responsible for the coordination of services to the individuals served, including finance, medical, recreation, program services, family contact/involvement, education, and household management. This position assists the program director in maintaining consistency in program implementation, individual care, and communication with staff and interdisciplinary team members, including the day or residential program. The lead direct support professional also carries out the duties of a direct support professional.

RESPONSIBLE TO:

The lead direct support professional is responsible to the program director.

QUALIFICATIONS:

Minimum 18 years of age. High school diploma/GED certificate is required. Minimum of 0-2 years education, training, and/or experience in a related area is preferred. Requirements may be specific to individuals' needs such as behavior management skills/experience and experience with high medical needs. Must be responsible, reliable, and able to carry out job functions independently with minimal direct supervision. Also, must possess all of the following: a sincere desire to provide direct service to persons with disabilities; ability to make sound judgments when given guidance and priorities; ability to work as a team member to maintain consistency and quality in programming; ability to exchange support, constructive criticism, and ideas with other staff members.

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 his/her 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 PROCEDURE 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 his/her own car is responsible for his/her own automobile insurance.

JD-05a

Job Description Template Eff: 5/31/05
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Effective Date: 8/7/14
Indiana

INFORMATION TECHNOLOGY:

This position requires the use of computer software applications. This position requires basic keyboarding, computer, and phone skills. Required software applications for this position include, but not limited to KRONOS and THERAP.

BENEFIT CATEGORY:

B-1; Non-exempt. Non-supervisory.

HOURS WORKED:

The lead direct support professional position is scheduled 36-40 hours weekly, including day, weekend, and holiday shifts. Hours for administrative time may be scheduled by the program director.

RESPONSIBILITIES AND DUTIES:

PROGRAM:

1. Responsibility: To read, know, and implement organizational policies and procedures.

Duties:

- a. Act as a role model for staff in the use of the policy manual and policy implementation.
- b. Use policy manual regularly as a first resource for guidance and instruction.

2. Responsibility: To act as a role model for all direct support professionals.

Duties:

- a. Communicate with individuals served appropriately.
- b. Provide a positive attitude toward work and the organization.
- c. Provide energetic/positive interaction with individuals served.
- d. Be supportive of supervisors, policies, procedures, etc.
- e. Act in a professional manner at all times.
- f. Model the implementation of the individuals served's rights.

3. Responsibility: To assist with collecting, analyzing, and reporting data according to deadlines established.

Duties:

- a. Collect and analyze data related to an individual served's program.
- b. Write summary reports as directed by program director.
- c. Complete the financial and subjective sections for all quarterly reviews.
- d. Track timelines of quarterly reports.

4. Responsibility: Attend and actively participate in interdisciplinary team meetings by providing input and follow up on tasks as directed.

Duties:

- a. Be an active participant by answering questions on various aspects of an individual served's life.
- b. Lead interdisciplinary team meetings when directed by supervisor.
- c. Attend interdisciplinary team meetings and serve as a primary, professional advocate for the individual served' best interest and well-being.
- d. Document necessary alterations to any individual served's programs.
- e. Arrange for the appropriate individual served and his/her primary counselor (if applicable) to attend the team meeting.
- f. Participate in establishing appropriate annual goals for the individual served and in designing the Individual Program Plan.

5. Responsibility: To assure individual served had transportation arranged for all program purposes.

Duties:

- a. Coordinate use of house vehicle (as applicable).
- b. Assure transportation from day placement is provided as scheduled.
- c. Monitor use of public transportation.

6. Responsibility: Schedule the individual served in community activities and ensures the individual served has an opportunity to participate.

Duties:

- a. Complete activity schedule one week in advance.
- b. Involve individual served/staff in preparation of the activity schedule.
- c. Ensure all individuals served are involved in home and community activities.
- d. Ensure the schedule is followed and changes are documented when made.
- e. Maintain an awareness of current and new available community activities.

7. Responsibility: To maintain program and office supplies for the home

Duties:

- a. Take inventory of forms, office supplies, and program supplies.
- b. Order supplies monthly or as needed from the office.
- c. Assure behavior plan incentives are purchased.

8. Responsibility: To assure filing is completed and up to date in the individual served's permanent file.

Duties:

- a. Ensure filing is completed at minimum weekly.
- b. Ensure paperwork is filed in its correct section of the file.
- c. Ensure that only pertinent information is kept in the individual served's permanent files.

9. Responsibility: To assist the program director in assuring quality services in all aspects of the program.

Duties:

- a. Maintain an open and ongoing communication with the program director, reporting significant events, progress, problems, etc.
- b. Be knowledgeable of regulations including but not limited to, ICF-MR, CRF-DD, and fire regulations.
- c. Ensure the home is in compliance with all regulations.

10. Responsibility: To coordinate the purchasing and upkeep of each individual served's personal belongings.

Duties:

- a. Ensure that clothing is mended/ altered whenever necessary.
- b. Ensure that all clothing is washed or dry-cleaned as necessary.
- c. Coordinate shopping for personal items.
- d. Assure that clothing is color coordinated, in style, and in good condition.
- e. Assure personal belongings are marked as appropriate.
- f. Assist in inventory of personal belongings as requested.

PERSONNEL:

1. Responsibility: To act as a role model and leader for all staff.

Duties:

- a. Provide direction and information to staff.
- b. Provide feedback of staff performance to program director.
- c. Provide information on home and housekeeping routines.

2. Responsibility: To assist in training staff in areas of primary responsibility, and other areas as requested.

Duties:

- a. Provide orientation to new and current employees including but not limited to the specific home, nutrition, and medical routines of the individuals served.
- b. Identify and report any employee training concerns to the program director.
- c. Present in-services as requested.
- d. Inform program director if in-service requirements for staff are not met.

OUTSIDE CONTACTS:

1. Responsibility: To communicate with family members/legal guardians on pertinent issues.

Duties:

- a. Ensure that direct support professionals are assisting individuals served in making contact with family members/legal guardians for example by making phone calls, writing letters, or sending cards.
 - b. Inform family/legal guardian of the individual served's progress toward meeting goals on a quarterly basis.
 - c. Present a positive and supportive attitude toward individuals served and their home when communicating with family members.
 - d. Inform program director of any concerns which family members may have in a timely manner.
 - e. Communicate any changes in the individuals served health or behavior to the program director in a timely manner. Coordinate and assure individual served visits with family are documented.
2. Responsibility: To participate in licensure reviews in relation to primary areas of responsibility (i.e., household management and health care/nutrition), as requested.

Duties:

- a. Act as a XX representative at licensing surveys and provide necessary data or information, as requested by the program director.
 - b. Attend survey exit interviews and receive information.
 - c. Facilitate measures necessary for compliance according to the plan of correction, and as instructed by the Program Director.
3. Responsibility: To communicate with support services including but not limited to occupational therapy, physical therapy, or speech therapy on pertinent issues in an open and effective manner.

Duties:

- a. Schedule meetings with outside professionals, as delegated.
- b. Facilitate communication with support services and monitor the individual served's progress.
- c. Report therapeutic issues and concerns of individual served' promptly to program director.
- d. Schedule appointments with support services agencies for each individual served in a timely manner.
- e. Ensure that each individual served's appointments are maintained, and appropriate paperwork is completed before and after appointment.

- f. Meet with program director to review recommendations and orders of support services and plan implementation procedure.
 - g. Ensure that direct support professionals understand and are implementing the recommendations and orders of support services staff.
- 4. Responsibility: To promote a positive, cooperative relationship with day programs on a regular and consistent basis.

Duties:

- a. Function as primary contact for day program communications.
 - b. Ensure day-to-day contact regarding content and continuity of programs, updates, or changes.
 - c. Assure continuity of transportation arrangements.
 - d. Represent the home at day placement meetings, in conjunction with the program director.
 - e. Provide or schedule coverage for unexpected cancellations or illnesses as approved by the program director.
 - f. Keep day placement apprised of individual served concerns and issues.
- 5. Responsibility: To act as primary contact in communication with neighbors.

Duties

- a. Promote a friendly attitude and positive interaction with neighbors.
 - b. Present a positive and supportive attitude toward individuals served and their home when communicating with neighbors.
 - c. Cultivate and maintain a "neighborly relationship."
 - d. Act as a positive role model to individuals served when relating to neighbors.
 - e. Assure that the individual's served home is well maintained in order to present a positive image (i.e., sidewalks shoveled, lawns mowed and neatly groomed.)
 - f. Assure that the individuals served are involved in neighborhood or community projects.
- 6. Responsibility: To respond to any complaints from outside contacts in an appropriate manner.

Duties:

- a. Courteously accept complaints and assure complainant that their concerns will be communicated to the appropriate person.
 - b. Relay complaints to program director, along with any appropriate background information.
 - c. Follow up on any direction given by program director.
- 7. Responsibility: To communicate with law enforcement agencies on routine or emergency issues.

Duties:

- a. Carry out necessary procedures in relation to law enforcement agencies.
- b. Communicate verbally with, or request assistance from law enforcement officials as appropriate.
- c. Notify program director when any communication is made.
- d. Follow through on directives from law enforcement agencies.
- e. Communicate any possible future needs for support.

HEALTH CARE/NUTRITION:

1. Responsibility: To work cooperatively and in conjunction with the program director, nurse, and medical support direct support professional in providing quality health care for the individuals served.

Duties:

- a. Assure medical appointments are scheduled and completed as necessary.
- b. Ensure that non-routine medical appointments requiring immediate attention are scheduled.
- c. Ensure that transportation and time off work/day program for individuals served is arranged, as needed.
- d. Schedule all hospitalizations in conjunction with the nurse, program director, and medical support direct support professional.
- e. Assure medical referrals are completed and returned after the medical appointment.
- f. Assure treatments or medication prescriptions are implemented as ordered.
- g. Notify the nurse of all order and prescription changes.
- h. Forward referrals on to the nurse, along with any further correspondence.
- i. Document any upcoming appointments noted on referral and assure appropriate scheduling.

2. Responsibility: To monitor performance of staff in responding to and carrying out individuals served's health care, giving feedback to staff and informing program director/nurse of further training need areas.

Duties:

- a. Schedule staff for shifts only after the program director has given the clearance for health care, medication administration training, and employment requirements being complete.
- b. Following initial training, monitor a new employee's work in the health care area, providing feedback to employee for satisfactory performance of required procedures. Keep program director and nurse informed of any further training needs.
- c. Inform program director and nurse of general staff training needs related to individuals served's health care.
- d. Provide emergency telephone numbers to staff, along with occasions when they should be used.

3. Responsibility: To coordinate the daily health care given to individual served assuring its quality, consistency and accuracy.

Duties:

- a. Be familiar with individual served' medical conditions and needs.
- b. Assure that all forms necessary for medical documentation are available.
- c. Read and initial medical documentation in Therap.
- d. Advise nurse and program director of individual served illnesses or accidents requiring their attention or intervention.
- e. Document health concerns in health care notes using Therap.
- f. Order and purchase medical supplies, as approved by program director.

4. Responsibility: To establish and assure follow through on medical systems and appointments.

Duties:

- a. Set up all health file documentation in conjunction with the nurse.
- b. Prepare medications in sufficient quantity for release upon discharge.

5. Responsibility: Administer and handle medication according to policy and regulation.

Duties:

- a. Administer medications in accordance with regulations and policy.
- b. Inform the program director of any problems or needs regarding medication labels or supplies.
- c. Store medical supplies and medications in good order, in compliance with regulations.

6. Responsibility: To assure that the individuals served's nutritional needs are met.

Duties:

- a. Provide monitoring of and leadership in the area of nutrition and food preparation, assuring quality and compliance with regulations.
- b. Attend meetings with the program director and dietician, as required.
- c. Monitor compliance with menu guidelines, reporting any problems to the program director.
- d. Prepare and/or submit request for menu modifications, as appropriate to individual needs/choices, to the nursing services manager or program director.
- e. Monitor the adequacy of food inventories and keep program director informed of changes needed.
- f. Maintain copies of menus served.
- g. Assure of the emergency food supply is maintained, and the food supply is rotated in a timely manner.

7. Responsibility: To assist with the implementation of dietary care plans by collecting data and gathering information needed for dietary assessments.

Duties:

- a. Summarize significant dietary information in med log or the dietary log as appropriate.
- b. Monitor daily implementations of dietary care plans.
- c. Participate in the nutritional assessments and quarterly reviews, presenting relevant information and data regarding individuals served's preference and nutritional needs.

8. Responsibility: Implement menu cycle as planned.

Duties:

- a. Ensure that appropriate menus are posted and implemented daily.
- b. Ensure that food stored in the home is adequate at all times for the proper implementation of menu cycles.
- c. Ensure that appropriate recipe books and cooking equipment area are available to staff and individuals served preparing meals.
- d. Inform and educate staff relative to special health/nutrition concerns within the home.
- e. Ensure that meals are prepared in a safe and appetizing manner.

9. Responsibility: Coordinate the implementation of special diets.

Duties:

- a. Review physician's orders with the nurse and ensure timely and appropriate implementation of any adaptations.
- b. Ensure that the individuals served's diets are not restricted unless by physician's order.
- c. Ensure that physician orders for dietary restrictions are implemented as ordered and appropriately documented.
- d. Provide feedback to the Nurse on effects of restricted diet.
- e. Coordinate weighing of individuals served monthly. If there is a weight gain/loss of 5 pounds or more, notify the nurse and program director (and physician, if so instructed).
- f. Provide leadership and feedback to staff on implementation of special diets, keeping program director informed of any concerns.

HOME MAINTENANCE:

1. Responsibilities: To coordinate scheduling of work with maintenance staff and the home.

Duties:

- a. Inform the home's staff of scheduled maintenance projects.
- b. Notify maintenance coordinator of scheduled maintenance projects may cause a conflict with home or individuals served's activities.

2. Responsibilities: To coordinate the implementation of the preventive maintenance plan.

Duties:

- a. Give input to maintenance coordinator for development of the preventive maintenance list/plan, including whom should carry out specific tasks.
- b. Monthly review plan for implementation. Follow up with assigned persons for tasks not completed correctly.
- c. Keep program director/maintenance coordinator informed of problems or quality of services.

3. Responsibilities: To coordinate and supervise the maintenance needs and report all concerns to the program director.

Duties:

- a. Serve as the home's liaison to the maintenance coordinator, for both needs and positive feedback, after reviewing with the program director.
- b. Obtain program director approval for additions and/or improvements.
- c. Check each service request for duplication and consistency to service request system and annual plan.
- d. Provide feedback to maintenance staff and program staff on use of service request system.
- e. Provide staff with training on use of service request system, maintenance policies, and roles or each position.
- f. Note repeated maintenance concerns and communicate those concerns to the program director.
- g. Weekly, walk-through home to assure that all maintenance needs have been reported and a request has been submitted.
- h. Supervise all maintenance plans and systems for the home to assure ongoing compliance with relevant regulations.

4. Responsibility: To supervise and manage the cleanliness and organization of the home and vehicle.

Duties:

- a. Develop a cleaning schedule for staff and individuals served, with daily, weekly, and monthly tasks.
- b. Delegate tasks to staff and individuals served.
- c. Assure all cleaning tasks are done and cleanliness is maintained.
- d. Designate areas for food and supply storage.
- e. Maintain ongoing list of supply needs for the home.
- f. Assure purchases are made in a timely manner via schedule, and within spending guidelines.
- g. Assure items are stored in designated areas.
- h. Maintain a list of individuals served's needs.
- i. Monitor purchased service work (i.e., garbage removal, lawn care, snow removal, pest control, etc.), informing maintenance coordinator of quality.
- j. Assure the completion of all regular maintenance for the home vehicle and document all preventive maintenance checks on the vehicle maintenance checklist.

HOUSEHOLD:

1. Responsibility: To assure that the home is safe and appears homelike, reflecting the interests and personalities of the individuals served.

Duties:

- a. Provide on-site feedback and leadership to staff in regard to a safe and home-like atmosphere.
- b. Maintain home and contents in good repair, safe, clean, and organized, contacting maintenance for immediate needs.
- c. Assure that yard work and snow removal is done on a timely basis.
- d. Assure that all equipment is in safe working order, including vehicle.

2. Responsibility: To monitor earned and unearned income of all individuals served, keeping the program director informed.

Duties:

- a. Submit end of month reports regarding all income.
- b. Collect payment for care costs that are paid by individuals served.
- c. Monitor assets regarding limits for each individual served.
- d. Coordinate purchasing for necessary spend downs.

3. Responsibility: To monitor individuals served's personal money, assuring complete and accurate records are maintained.

Duties:

- a. Balance the individuals served's cash on hand and document correctly.
- b. Document transactions for community accounts correctly, and balance with bank statements monthly.
- c. Correctly, document receipts for purchases.
- d. Assure that spending is appropriate and according to needs.

4. Responsibility: To be responsible for the purchasing of day-to-day needs of individuals served and the home.

Duties:

- a. Coordinate the purchasing of the individuals served and household needs, within purchasing guidelines.
- b. Conduct the purchasing of large or non-routine individuals served needs.
- c. Provide training to staff in the purchasing of individual served' personal property and household needs.
- d. Monitor and assist individual served in managing their personal funds.
- e. Be aware of all household and individuals served budgets/spending guidelines and monitor their spending.

5. Responsibility: To assure accurate budgeting, spending, and accounting of household finances.

Duties:

- a. Maintain the petty cash in the home, balance petty cash sheet, assure receipts are obtained for all expenses, and maintain adequate funds for household needs.
 - b. Complete and process the end-of-month reports.
 - c. Provide direct linkage between the home and accounting department.
 - d. Assure the household statement is balanced and correct at all times.
 - e. Review all bills for accuracy before sending to accounting.
 - f. Mail all bills and checks received to accounting on a weekly basis.
6. Responsibility: Assure compliance with emergency procedure requirements.

Duties:

- a. Schedule and assure routine check of emergency equipment.
- b. Assure routine fire drills with individuals served are scheduled, conducted, and recorded, by all staff.
- c. Assure routine tornado/severe weather drills with individuals served are scheduled, conducted, and recorded by all staff.

Employee/Applicant
Signature: _____

Date: _____

Employer/Interviewer
Signature: _____

Date: _____