

JOB DESCRIPTION
Lead Direct Support Professional-Waiver

Name _____
(Print)

AREA OF RESPONSIBILITY:

The lead direct support professional-waiver position is responsible to assist the program director with 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-waiver 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. The lead direct support professional-waiver is expected to be responsible, reliable, and able to carry out job functions independently with minimal direct supervision. This person 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-05b

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:

A-3; Non-exempt. Non-supervisory.

HOURS WORKED:

The lead direct support professional position is scheduled 36-40 hours weekly, including but not limited to day, weekend, and holiday shifts. Hours for administrative time may be scheduled by the program director. Any variation to the hours weekly or benefit category should be approved by the director.

RESPONSIBILITIES AND DUTIES:

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

Duties:

- a. Read, understand, and adhere to all XX policies and procedures.
- b. Use policy manual regularly as a first resource for guidance and instruction.

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

Duties:

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

3. 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. Attend interdisciplinary team meetings. Participate in establishing appropriate annual goals for the individual served and in designing the Individual Support Plan.

4. Responsibility: To arrange transportation for the individual served program purposes.

Duties:

- a. Assure transportation to/from locations such as day placement, work, or school is provided as scheduled.
 - b. Monitor use of public transportation.
5. Responsibility: Assist the individual served to identify community activities that may be of interest.

Duties:

- a. Develop a calendar of activities in conjunction with the individuals served.
- b. Assist the individuals served with partaking in community activities.
- c. Ensure the individual attends activities of their choosing.
- d. Maintain an awareness of current and new available community activities.

6. Responsibility: To maintain program and administrative supplies for the home

Duties:

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

7. Responsibility: To file pertinent documents in the individual served's permanent file.

Duties:

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

8. 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 licensure regulations.

9. 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.

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

Duties:
 - a. Provide site 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.

11. 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. Present a positive and supportive attitude toward individuals served and their home when communicating with family members.
 - c. Inform program director of any concerns which family members may have in a timely manner.
 - d. Communicate any changes in the individuals served health or behavior to the program director in a timely manner.

12. 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. Facilitate measures necessary for compliance according to the plan of correction, and as instructed by the Program Director.

13. 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. Facilitate communication with support services and monitor the individual served's progress.
 - b. Report therapeutic issues and concerns of individuals served promptly to program director.
 - c. Schedule appointments with support services agencies for each individual served in a timely manner.
 - d. Ensure that each individual served's appointments are maintained, and appropriate paperwork is completed before and after appointment.
 - e. Meet with program director to review recommendations and orders of support services and plan implementation procedure.

- f. Ensure that direct support professionals understand and are implementing the recommendations and orders of support services staff.

14. Responsibility: To promote a positive, cooperative relationship with day programs on a regular and consistent basis.

Duties:

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

15. 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.

16. 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.

17. 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.

18. Responsibility: To work cooperatively and in conjunction with the program director to provide 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 program director.
 - 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 program director of all order and prescription changes.
 - h. Forward referrals on to the program director, along with any further correspondence.
 - i. Document any upcoming appointments noted on referral and assure appropriate scheduling.
19. 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 of further training need areas.
- Duties:
- a. Following initial training, monitor a new employee's work in the health care area, providing feedback to employee for satisfactory performance of required procedures.
 - b. Inform program director of general staff training needs related to individuals served's health care.
 - c. Provide emergency telephone numbers to staff, along with occasions when they should be used.
20. 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 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.
 - g. Check for expired medications on a monthly basis.
21. Responsibility: To establish and assure follow through on medical systems and appointments.

Duties:

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

22. 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.

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

Duties:

- a. Provide suggestions to the individuals served in the area of nutrition and food preparation.
- b. Monitor the adequacy of food inventories and keep program director informed of changes needed.
- c. Assure of the emergency food supply is maintained, and the food supply is rotated in a timely manner.

24. Responsibility: Coordinate the implementation of special diets.

Duties:

- a. Review physician's orders with the program director 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 program director on effects of restricted diet.
- e. Provide leadership and feedback to staff on implementation of special diets, keeping program director informed of any concerns.

25. Responsibility: To ensure home is clean and organized.

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. Maintain ongoing list of supply needs for the home.
- e. Assure purchases are made in a timely manner via schedule, and within spending guidelines.

f. Maintain a list of individuals served's needs.

26. 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.
- c. Assure that yard work and snow removal is done on a timely basis.
- d. Assure that all equipment is in safe working order.

27. 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.

28. 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.

29. 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 _____

Date: _____

JOB DESCRIPTION: Lead Direct Support Professional-Waiver
Responsibilities and Duties

Signature: _____

Employer/Interviewer
Signature: _____

Date: _____