



Job Description

Position Title:	Direct Support Professional
Department:	Residential, Adult Services, Home/Community Supports
Reports To:	Director of Residential Services, Director of Adult Services, Home/Community Supports Coordinator
Supervises:	N/A
FLSA Status:	Non-Exempt
Last Revised/ Approved:	January 2017

POSITION SUMMARY:

The Direct Support Professional is a direct care position that supervises and coordinates activities for adults with developmental disabilities in our Work Programs, Residential Homes, Day Programs or Integrated Community settings, which are designed to support individuals in Activities for Daily Living (ADL), sensory, physical fitness, social development, employment, and independence in their homes and in their communities. Assists consumers in reaching their highest potential, while maintaining respect, dignity and safety. Responsibilities include transporting consumers to and from community training sites, and providing direct support during activities, including personal hygiene. Specific duties of this position will vary depending on the program location.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides daily supervision and training to assist consumers in meeting their set objectives, including social, domestic, behavioral and safety goals, according to established person-centered plans.
2. Transports consumers to activities in the community and provides supervision and support as needed; drives Agency bus with 12-15 seats.
3. Protects the health, safety and wellbeing of consumers served, including but not limited to de-escalation techniques and/or administering physical restraints to protect themselves and others from harm.
4. Provides personal care assistance to the individuals in our programs, including daily living skills, personal hygiene, and first aid.
5. Administers medications as needed and completes documentation according to Agency and DHHS regulations.

6. Utilizes wheelchairs, lifts and other assistive devices to transfer consumers to and from vehicles, following prescribed protocols.
7. Supports consumers with difficult behaviors.
8. Notifies supervisor of problems or issues that are not identified in the consumer's plan.
9. Maintains clean work environment, including trash removal, sweeping/vacuuming floors, disinfecting surfaces, washing dishes, etc.; assists with removing snow and ice from vehicles and walkways.
10. Completes accurate, objective and timely progress notes on consumer objectives and behavior, in accordance with applicable regulations.
11. Attends required training to maintain certifications, as well as other training as assigned.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. May be responsible for checking or fueling Agency vehicles.
2. Performs other duties and tasks as assigned.

GENERAL EXPECTATIONS:

1. Be committed to the mission of Central Aroostook Association.
2. Adhere to applicable State and Central Aroostook Association policies and regulations.
3. Work as a member of the Person Centered Plan team in the performance of duties.
4. Work in harmonious relationships with all co-workers, management, consumers and visitors.
5. Be an active and productive member of the community. As social roles can be life defining, it is imperative that the Association ensure that the social image of individuals be enhanced and that opportunities are created for people to be active and productive community members.
6. Maintain confidentiality by keeping information concerning consumers, employees and the Association itself confidential.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to walk and stand; use hands to finger, handle or feel objects, tools or controls; and talk and hear. The employee is occasionally required to sit, taste or smell, climb or balance, and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee will also need the strength and balance required to perform the activities associated with range of motion activities that are required as part of some individuals' programs.

These physical demands will vary depending on the program area.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will work in a variety of work and community settings, and may work near moving mechanical parts. The employee may occasionally work in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. Exposure to consumers who may exhibit verbal and physically aggressive behavior. Risk to exposure to blood-borne pathogens. Noise level can be loud. May be responsible for transporting individuals in Agency vehicles and in their own vehicles.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- At least one year of prior experience working with adults with developmental disabilities who have varying abilities and behaviors is preferred.
- Ability and willingness to manage emotional or physical emergencies that can arise.
- Ability to work on a team, sharing responsibilities with co-workers, accepting direction from supervisors, and contributing ideas.
- Ability to safely accompany individuals into the community.
- Ability and willingness to assist individuals with all aspects of toileting and hygiene skills.
- Ability to pass all required trainings, specified by the program.

Education Requirements: The following education requirements are considered essential:

- High School Diploma or General Education Degree (GED)
- CERTIFICATES, LICENSES, REGISTRATIONS: (If required by program)
 - Certified Residential Medication Aide (CRMA) - within six months.
 - CPR/First-Aid - within three months.
 - SafetyCare - within three months.
 - Direct Support Professional (DSP) - within six months
 - Must maintain a valid State of Maine Driver's License and be insurable by Central Aroostook Association's insurance carrier.

**** All requirements and skills are considered to be essential, unless otherwise indicated. ****

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date