



JOB DESCRIPTION (Rev 2/2016)

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| Job title | <i>Direct Support Professional (DSP)</i> |
| Department | <i>Day Program</i> |
| Reports to | <i>Program Supervisor</i> |
| Supervises | <i>none</i> |

Job Overview:

The **Direct Support Professional** works directly with individuals, in ratios between 1 and 6 to provide supports needed for individuals to participate in selected activities and progress on individual goals. Programming is quite varied and may occur in a variety of settings. All staff are expected to embrace ACT's Mission to "Provide opportunities to individuals with disabilities as participating members of the community" and work in ways that support increased opportunities for integration and participation in community life. The **DSP** works as a member of a team and reports to a Program Supervisor.

Duties and responsibilities (% shown is representative of job classification, but may vary):

1. (25%) Successfully engage individuals to encourage participation in meaningful activities. Some activities take place at the ACT facility and others include access to various community services and sites. Activities are scheduled to appeal to a wide variety of interests and may include: volunteering, physical fitness activities, arts and crafts, cooking, enjoying movies, gardening, shopping, playing games with friends, music, dancing, special events and other social and leisure pursuits.
2. (25%) Maintain daily notes and documentation for individuals supported. Documentation of services provided should be entered into the electronic record within 24 hours.
3. (20%) Implement individual plans and goals, encouraging all individuals to do as much as they can independently.
4. (15%) Provide supervision and/or assistance to individuals during transportation, meal preparation, medication administration, and personal care, maintaining appropriate standards to ensure personal safety for self and individuals supported. Lifting may be required.
5. (10%) Maintain positive and effective communication/rapport with individuals, co-workers, and stakeholders – including, but not limited to: greeting individuals and guardians/staff, communicating with guardians/staff regarding an individual's program day, representing ACT positively in the community, ensuring proper communication and teamwork with co-workers, keeping supervisor and/or management informed of information relevant to individuals or the program, as appropriate.
6. (5%) Advocate for individuals with disabilities whenever possible.

Minimum qualifications:

1. High school diploma or GED **required**. Additional coursework **preferred**.
2. 18 years of age.
3. Valid Class E Driver's License (must be obtained within 60 days of employment).
4. Successful completion of pre-employment background checks and drug screen.
5. Ability to complete, and maintain, certifications in CPR, First Aid, Bloodborne Pathogens (Universal Precautions), Level I Medication Administration, Non-Crisis Intervention, Abuse/Neglect Prevention, Positive Behavior Support, and HIPAA.

Physical requirements:

1. Ability to lift 25 lbs.
2. Ability to stand and/or walk for up to 3 hours.

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| Approved by: | <i>Date:</i> |
| HR Review: | <i>Date:</i> |

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