DIRECT SUPPORT PROFESSIONAL JOB DESCRIPTION

Job Objective: To support developmentally disabled individuals in their development of basic living and social skills with the primary goal of integrating them into the community to the best of their ability.

REPRESENTATIVE DUTIES

1. Develop service recipient's basic living skills (e.g., social, domestic, and hygiene) through instruction and encouragement.

2. Assist and document the development and implementation of long and short-term goals for service recipient, as developed by the Personal Support Team under the supervision or direction of the Program Coordinator.

3. Develop and maintain a positive and effective relationship with service recipients, families, staff, administration, case management, and other service providers and assist in coordinating with any and all their needs concerning service recipients.

4. Perform or assist service recipient with personal hygiene as needed (e.g., bathing, brushing teeth, shaving, nail clipping, dressing, bodily functions, and service recipient appearance). Personal care services that are assigned by a health professional may include observation, reporting and documentation of changes in the status of the person or in body functions. This may include reading and recording the persons temperature, pulse and respirations and other needed personal care services.

5. Perform or assist service recipient in basic domestic duties as needed (e.g., cooking, cleaning, laundry, shopping).

6. Coordinate and maintain service recipient's schedule (e.g., doctor appointments, professional team appts. and job).

7. Coordinate service recipient's participation in leisure and recreational activities.

8. Maintain records and complete paperwork as required by Volunteers of America of Oklahoma and Developmental Disability Service Division (DDSD) (e.g., timesheets, mileage, petty cash, medication logs, service recipient progress, visitor logs, Incident Reports and goal data).

9. Adhere to service recipient's behavior and health management plans (e.g., administration of medication, use of behavior modification techniques, dietary restrictions).

10. Maintain a safe environment for the service recipient; prevent harm to service recipient, self, and others. Report any safety concerns to management in a timely manner.

11. Transport service recipient to and from work, scheduled appointments, and recreational activities in a safe and timely manner.

12. Manage service recipient's and agency's funds in accordance with Volunteers of America of Oklahoma policies and procedures.

13. Serve as a good role model to service recipient.

14. Maintain current certification as required by Volunteers of America of Oklahoma and the service recipient's Individual Plan. (e.g., CPR, First Aid, MAT, Bloodborne Pathogens, and all other required by Volunteers of America of Oklahoma policies and procedures, or service recipient's specific needs).

15. Keep update with current Volunteers of America of Oklahoma and DDSD policies and procedures.

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REPORTS TO: House Manager and Program Coordinator

TERMS OF EMPLOYMENT: Full-time or part-time

EVALUATION:

First Year of Employment:	3 Months-Evaluation and Career Development Goal Setting 12 Month-Performance Appraisal
After First Year of Employment:	Every Six Months-Career Development Goals 12 Month-Performance Appraisal

GENERAL QUALIFICATIONS:

18 years of age or older
High school diploma or GED
Social security card
Valid drivers license
Reliable car
proof of car insurance
acceptable driving record
acceptable Community Services Record
acceptable OSBI

ENVIRONMENT/WORKING CONDITIONS:

Most work undertaken in service recipient's home
Conditions vary by home and service recipient
Flexible work schedules to meet individual service recipient needs

EQUIPMENT OPERATION:

Medical equipment (e.g., gastrointestinal tube, blood testing equipment)
Communication devices (e.g., books, picture boards, hearing aids)
Transportation devices (e.g., car, wheelchair, wheelchair lift)
Domestic appliances (e.g., range, vacuum cleaner, microwave oven)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of basic residential services

Skill in coordinating service recipient's daily activities
Skill in deciding (accurately) what is in the service recipient's best interests (e.g., safety)
Skill in communicating with service recipient, families, and others (e.g., listening, speaking)

Ability to engage in service recipient hygiene, manages behavior problems, and meets other challenges
Ability to handle sensitive issues while protecting others' welfare
Ability to be honest, reliable, dependable, and professional at all times
Ability to exercise patience, understanding, creativity, and flexibility
Ability to work well with others as a team

MINIMUM PHYSICAL REQUIREMENTS:

Lifting and moving (e.g., adult service recipients from wheelchair to bed)
Lift a minimum of 50 lbs.
Pulling (e.g., van doors, wheelchairs into elevators)
Pushing (e.g., wheelchairs)

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Flexing (e.g., reaching)
Bending and crouching

OTHER CONDITIONS OF EMPLOYMENT:

Subject to random drug testing. Refusal by employee to take a requested drug test will be grounds for dismissal.

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Employee Signature Date