

**Volunteers of America of Oklahoma**  
**Job Description**

Title: Direct Support Professional  
FLSA Classification: Non-Exempt  
Career Band: Support (S1-S2)  
Department: Developmental Disabilities  
Reports to: Program Coordinator or assigned House Manager

Job Summary:

To support individuals with developmental disabilities 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. Most work is done in the service recipient's home and will vary by the home and service recipient.

Job Duties:

- **This position regularly requires long hours and frequent evening, weekend and holiday work.**
- Must adhere to the company's attendance and punctuality policies.
- Develop service recipient's basic living skills (e.g., social, domestic, and hygiene) through instruction and encouragement.
- Assist in the development and implementation of long and short-term goals for service recipients, as developed by the Personal Support Team, under the supervision or direction of the Program Coordinator.
- 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.
- Perform, or assist service recipients with, personal hygiene as needed (e.g., bathing, brushing teeth, shaving, nail clipping, dressing, bodily functions, and appearance).
- Perform, or assist service recipients in, basic domestic duties as needed (e.g., cooking, cleaning, laundry, shopping).
- Coordinate and maintain service recipient's schedule (e.g., doctor appointments, and job).
- Coordinate service recipient's participation in leisure and recreational activities with assistance from the service recipient.

- Maintain records and complete paperwork as required by Volunteers of America of Oklahoma and the Oklahoma Department of Human Services', Developmental Disabilities Services Division (DDSD) (e.g., timesheets, mileage, petty cash, medication logs, service recipient progress notes, visitor logs, Incident Reports).
- Adhere to service recipient's behavior and health management plans (e.g., administration of medication, use of behavior modification techniques, dietary restrictions).
- Maintain a safe environment for the service recipient; prevent harm to service recipient, self, and others.
- Transport service recipient to and from work, scheduled appointments, and recreational activities in a safe and timely manner.
- Manage service recipient's and agency's funds per Volunteers of America of Oklahoma policies and procedures.
- Serve as a good role model for the service recipient.
- Maintain current certification and attend training per Volunteers of America of Oklahoma and the service recipient's Individual Plan. (e.g., CPR, First Aid, MAT, Bloodborne Pathogens, and all other training required by Volunteers of America of Oklahoma policies and procedures, or service recipient's specific needs).
- Use various medical equipment (blood testing equipment, gastrointestinal tubes, etc.), communication devices (books, picture boards, hearing aids), transportation devices (vehicle, wheelchair, wheelchair lift), and domestic appliances (range, oven, vacuum cleaner, washing machine, clothes dryer, etc.).
- May be assigned collateral duties such as Health Care Coordinator and House Manager.

#### Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to walk, stand, sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift or move objects weighing up to 10 pounds and occasionally lift or move objects weighing up to 50 pounds. Frequent pushing and pulling (vacuums, wheelchairs, van doors, etc.) is also required.

#### Qualifications and Skills:

##### Required Qualifications:

- 18 years of age or older.
- Must have and maintain a working telephone contact number.

- Possess a valid Social Security Card.
- Possess a valid Oklahoma Driver’s License.
- Have reliable transportation.
- Proof of current car insurance (your name must be on the policy).
- Maintain an acceptable driving record, Oklahoma State Bureau of Investigation criminal history checks, and Community Service Registry Record checks.
- Ability to handle sensitive issues while protecting others' welfare.
- Ability to exercise patience, understanding, creativity, and flexibility.

Preferred Skills:

- Possess a high school diploma or GED.
- Experience providing services to people with developmental disabilities.

Certification of Understanding:

The company reserves the right to revise or change job duties as business needs dictate. It is mutually agreed that this job description does not constitute a written or implied contract of employment. It is understood the company reserves the right to change the work schedule as required, to include overtime.

I have read and understand this job description and the professional expectations of the position and am qualified to perform the duties listed above. I acknowledge this description provides a representative summary of the major duties and responsibilities of the position and that other job related tasks may be assigned by my supervisor.

**This position is subject to random drug testing. Refusal to take a drug and/or alcohol test will be grounds for immediate dismissal.**

I also understand and recognize that I retain the option, as does Volunteers of America of Oklahoma, to end my employment at any time, with or without notice and with or without cause. As such, your employment with Volunteers of America of Oklahoma is at-will and neither this job description nor any other oral or written representations may be considered a contract for any specified period of time.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee printed name: \_\_\_\_\_