

Job Description for a Direct Support Professional (DSP)

GENERAL STATEMENT OF RESPONSIBILITIES:

The Direct Support Professional is responsible for providing support for each individual receiving a provision of services under the license of HOTEK HOME, LLC. This position requires knowledge of DBHDS Office of Licensing, the Office of Human Rights and Medicaid Waiver Regulations and Guidelines. Additionally, other responsibilities and duties include the implementation of person-centered plans that include each individual's desired outcomes and the documentation of support checklists and support log notes. This position will have good oral and written communication skills and experience with implantation of Person-Centered Plans for individuals with an intellectual or developmental disability. This position will report to the Assistant Director.

MAJOR DUTIES:

- Transporting individuals to and from community activities.
- Provide support and learning opportunities for individuals receiving supports.
- Adhere to State Licensure and human rights regulations and guidelines.
- Maintain effective quality supports for individuals receiving supports
- Maintain current, accurate and appropriate individual records and other relevant documentation involving individuals and programming.
- Provide the proper behavioral interventions for individuals as necessary.
- Treat all individuals receiving supports with dignity and respect at all times.
- Provide input regarding the provision of supports for individuals receiving supports.
- Maintain and renew all First Aid and CPR training and other required certifications necessary to carry out program supports.
- Implements quality health and safety management standards to protect the health, safety and welfare of individuals.
- Adhere to all Hotep Home, LLC program policies and procedures.
- Maintain confidentiality and security of individual service records.
- Lifting a minimum of 25 pounds.
- Provide support with completing ADL's and IADL's.

QUALIFICATIONS:

- High School Diploma or GED equivalent and 1 year of work experience with individuals who have been diagnosed with an intellectual or Developmental Disability.
- Valid operator's driving license (Free of major violations)
- Satisfactory Criminal Records Background Check and Child Registry Background Check

KNOWLEDGE OF:

- Behavior intervention techniques (Physical Intervention Training)
- Individual Person-Centered Plans
- Support Intensity Scale (SIS) approved assessment tool
- DBHDS and Human Rights Licensure Policy and Procedures

SKILLS IN:

- Supporting individuals to develop community opportunities surrounding their interests.
- Written, oral and interpersonal communication.
- Basic computer skills.
- Implementing individual Person-Centered Plans and behavioral intervention plans.
- Implementing program supports with outside agencies, organizations, and professionals.
- Maintaining professional ethical standards.
- Meeting certification requirements in First Aid, CPR, Medication Management, Behavioral Intervention, Human Rights, Emergency Preparedness, OSHA, and all other trainings that are required by Hotep Home, LLC.

All HOTEPE HOME, LLC employees and/or contractors are required to receive training and maintain all required certifications in the following areas:

- A. Medication Administration
- B. Behavior Management
- C. Emergency Preparedness
- D. CPR
- E. First Aid
- F. ID Waiver Orientation
- G. Person Centered Training
- H. Infection Control to include Flu Epidemic
- I. Human Rights Training

*******All HOTEP HOME, LLC employees and/or contractors are require to receive an agency overview and orientation within 15 business days of employment. *******

I certify that I have read the job description and can fulfill the functions of the position.

Signature

Date