



DIRECT SUPPORT PROFESSIONAL

SUMMARY:

The Direct Support Professional (DSP) performs hands-on care and support for Participants with developmental disabilities, particularly those with Autism, in various settings including any EHR site and/or participant homes and communities. Performs related work as required.

SALARY RANGE:

\$12.80 - \$14.00 per hour

ESSENTIAL JOB FUNCTIONS:

(Work assignments may vary and will be communicated to the employee by the supervisor.)

- ❖ Perform direct care duties/tasks as needed for the Participant(s) assigned in accordance with his/her plan of care (ISP).
- ❖ Reviews the care environment, ensuring that the Participant's safety, individual choice opportunities, and the appropriate environment are maintained as needed in his/her plan of care (ISP).
- ❖ Supervise Participants served by Echoing Hope Ranch (EHR) individually or in group structured situations.
- ❖ Achieve a positive response from Participants served according to the Participant's wants and needs.
- ❖ Empower Participants served to make choices related to their lives.
- ❖ Work with the Participants to achieve ISP objectives and record data according to the teaching strategies.
- ❖ Deliver reinforcement according to the Participant plan of care.
- ❖ Follow formal behavior treatment or positive behavior support plans including written procedures and data recording.
- ❖ Be environmentally aware of every situation in an effort to notice moods or physical/health needs of Participants served and respond appropriately.
- ❖ Keep information about Participants served confidential.
- ❖ Maintains and submits detailed data tracking and all other required reports as required.

- ❖ PERFORMS OTHER RELATED DUTIES AND ASSIGNMENTS AS REQUIRED.

DESIRED QUALIFICATIONS:

- ❖ Employee must be at least 18 years old to work
- ❖ To provide transportation, employee must be at least 19 years old with no more than two (2) minor moving violations or one (1) accident within the past five (5) years, **or**; be at least 21 years old with no more than one (1) moving violation within the past three (3) years

HAS KNOWLEDGE AND EXPERIENCE IN THE FOLLOWING:

- Experience working with Participants that have a developmental disability and how to support them through various activities, including (but not limited to) skill acquisition, community/recreational activities/events, monitoring and data collection techniques.
- Good judgments in decision-making situations.
- Safety precautions in transportation and Participant care.
- Behavior modification techniques, behavioral treatment plans, person-centered planning techniques.
- Displays initiative and adaptability to new situations.
- Receives and implements instruction in a positive manner.

OTHER REQUIREMENTS:

- ❖ Ability to communicate in English both verbally and in writing.
- ❖ Able to positively interact and develop rapport with Participants served by EHR and their families.
- ❖ Able to maintain a calm, non-defensive, supportive attitude during crisis or potential crisis situations.
- ❖ Must be able to access communications from EHR via telephone and/or computer.
- ❖ Must be fully ambulatory and able to lift Participants (be able to lift a minimum of 50 pounds.)
- ❖ Must be able to climb stairs and assist Participants in moving household items if necessary.
- ❖ Must be able to demonstrate competency in the following areas: manual dexterity to keep documentation records; able to provide visual and auditory monitoring to assigned Participants; perform crisis intervention techniques to prevent behavior harmful to the Participants or others; assess and provide behavior management in crisis situations and call for assistance if needed; assist others in

the event of crisis situations when recognized, needed or called; and able to physically perform First Aid/CPR.

- ❖ Required to pass extensive criminal/background checks in accordance with state and federal laws and fingerprint check in order to obtain necessary fingerprint clearance.
- ❖ Must satisfactorily participate in and complete all EHR comprehensive training programs within the required timelines.
- ❖ Must have a safe and reliable vehicle with sufficient liability insurance as required.
- ❖ Hepatitis B vaccine will be provided as needed.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

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. While performing the duties of this job, the employee is regularly required to use hands to handle or feel; the employee is frequently required to reach with hands and arms. Employee is frequently required to move, e.g., stand, walk, stoop, kneel, crouch, run, and/or crawl to name a few. The employee must frequently lift and/or move up 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 ability to adjust focus. The job is performed both indoors and outdoors; therefore, requires the physical strength and stamina to endure extreme weather conditions during all local seasons.

ACKNOWLEDGEMENT:

In addition to the responsibilities outlined in this job description, this position has specific quality assurance activities that are weighted heavier in the overall performance evaluation. These quality assurance activities have specific tools and timelines and are designed to promote, protect and ensure the overall health and safety of the participants supported by EHR. Thus, failure to perform these quality assurance activities and/or failing to address issues identified with these activities may result in disciplinary actions up to and including termination in a more expedited manner.

This classification specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.

I have read and understand the job duties, responsibilities, & requirements for the position of Direct Support Professional and confirm that I have no limitations that would prevent me from fulfilling these duties, responsibilities, and requirements to their full extent. This Form indicates specific job duties that will be used as performance evaluation and improvement guidelines.

Employee Signature

Date

EHR Management Signature

Date