**Direct Support Professional**

**Job Details**

**Level** Entry

**Job Location** Cincinnati

**Position Type** Part Time and Full Time positions available

**Education Level** High School or GED

**Job Shift** 3rd shift

2nd shift

Limited first shift hours

**Job Category** Staff – Home Health

**Description**

**Position Summary:**

The Direct Support Professional is a crucial role in supporting individuals. Provides service and supports in accordance with habilitation/service plans to individuals with developmental disabilities in order to ensure the individual’s health and welfare while working toward their fullest potential.

* Provides needed support to each individual:

\*Provides the special needs of individuals (communication, behavioral supports, mental

health, etc.)

\*Actively promotes/ensures individual rights

\*Actions reflect vision, mission and philosophy

\*Acts as a role model and provides positive reinforcement to individuals

\*Assists in planning/implementing leisure & recreational activities

* Implements and documents all program components while adhering to agency policy/

procedures

\*Provides Active Treatment services to individuals where required

\*Implements/documents IHP/ISP’s, behavior support strategies, and skill development

goals

\*Transports individuals in accordance to Individual Service Plan

\*Documents Daily Documentation in a timely, accurate, and through manner

\*Ensures receipts for purchases are maintained and submitted the day purchases

are completed

\*Assists individuals with making purchases

3. Ensures the health and welfare of the individuals served

\*Attends to medical needs, including taking to doctor’s appointments, administering

medications and documenting all services according to agency policy

\*Attends to special dietary needs, including menus, assisting with cutting food, and

monitoring individuals during meal times

\*Performs Delegated Medication Administration accurately

\*Completes and submits UIRs in a timely manner (prior to the end of shift)

\*Assists individuals in maintaining hygiene/grooming needs while displaying a presentable appearance

4. Ensures safety and maintains a sanitary environment

\*Ensures the home is clean and safe and assists with housekeeping tasks

\*Ensures food is handled and prepared in accordance with guidelines

\*Ensures individual’s safety in regards to fire and severe weather, including drills where required

\*Ensures safety in the community (pedestrian, vehicle, etc.)

\*Ensures individual’s safety while in vehicles

\*\*Ensures vehicle is clean and routine, preventative maintenance is performed

\*\*Ensures seatbelt are secured

\*\*Adheres to state/local traffic laws and agency policies for safe transporting of individuals

\*Reports unsafe conditions to supervisor in a timely manner

\*Remains awake/alert in accord with individual’s needs to provide s supervision/assistance

5. Interacts well with others

\*Maintains a positive relationship with individuals, their families/advocates, coworkers/

colleagues, DD related personnel, and the community

\*Works effectively with team members

\*Attends and actively participates in meetings/trainings as directed and in compliance with policies/procedures

\*Oral and written communication in professional, courteous, clear and concise

\*Fosters confidentiality in all communications

6. Other duties as assigned

QUALIFICATIONS:

* High school diploma or equivalent
* Minimum six months of work experience, preferably in DD or related field
* Ability to effectively communicate in written and oral form, basic math and money handling skills.
* Acceptable background and related registry checks. Valid driver’s license, a veritable low risk driving record, and proof of insurance is required. A safe and reliable vehicle is required.