**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.