



JOB DESCRIPTION

DIRECT SUPPORT PROFESSIONAL 1 (KATIE'S FUND)

JOB TITLE	DIRECT SUPPORT PROFESSIONAL 1	DEPARTMENT	Adults
REPORTS TO	KATIE'S FUND COORDINATOR		
STATUS	Part-Time non-exempt		
WORK HOURS PER WEEK (May Include Evenings and Weekends).	3-10		

MINIMUM QUALIFICATIONS:

DIRECT SUPPORT PROFESSIONAL 1

1. Eligible to work in United States.
2. High School Diploma or equivalency.
3. California Drivers' License.
4. Adequate Driving record to meet Arc SB insurance criteria.
5. DOJ/DSS Fingerprint Clearance.
6. Health Screen/TB Clearance
7. COVID-19 Vaccination and Booster

ESSENTIAL JOB DUTIES AND REQUIREMENTS:

1. Employee must display professional integrity and encourage philosophy of the program. Employee must demonstrate respect for all individuals and encourage participant independence. Employee is responsible for promoting a positive and respectful environment for participant, fellow employees, visitors, and all others encountered within the scope of their job.
2. Employee must be familiar with:
 - a. Job description;
 - b. Personnel Handbook;
 - c. Safety procedures and practices
3. Employee must ensure the safety and maintain awareness of all assigned participants. Must be able to attend to personal hygiene and toileting needs for participants as needed.
4. Employee must demonstrate the ability to enhance and promote a united work environment.
 - a. Demonstrate strong listening skills;
 - b. Demonstrate honesty in both actions and words;
 - c. Take responsibility for actions;
 - d. Honor commitments;
 - e. Demonstrate flexibility

7. Employee must demonstrate competency in Behavior Management skills as described in training.
 - a. Show ability to handle the majority of unusual participant situations presented;
 - b. Demonstrate competency with a large variety of participants; and,
 - c. Responsible for implementing overall Behavioral Intervention Design.

8. Employee is responsible for assisting with the implementation of planned activities on the day of the event. Employee has an awareness of Person Centered Planning, and how such planning is generated and used in activities.

8. Employee is responsible for assisting in duties of the running of events.
 - a. Be aware of all aspects of participants, including behavior challenges, dietary needs, medical needs including allergies, medication, etc.;
 - b. Be aware of participant interests, dreams and desires and support them in participating in relevant activities;
 - c. Communicate any needs to program coordinator;
 - d. Ensure implementation of individualized participant routines as established by program manager.

9. Employee is responsible for awareness and implementation of individual needs or restrictions under the direction of the program manager.
 - a. Assist in implementation of activities inclusive of community participation and integration;
 - b. Assist in implementation of activities inclusive of participant interests, dreams and desires;
 - c. Implement and follow participant behavior programs (if applicable);
 - d. Encourage and support participant growth in choice and decision making;
 - e. Utilize positive practices as fundamental behavior tool in all instructional settings;
 - f. Provide participant training in functional community skills (money handling, ordering food, safe community mobility, etc.) and personal habits;
 - g. Enhance participants' functional mobility; and,
 - h. Support positive behavior and interactions between participants, staff and community members.

10. Perform other duties as assigned by team leader, participant advocate, and/or managers.

Employment is by mutual agreement of the employer and employee. Employment may be terminated with or without cause and notice, at either the option of the employee or employer. Employer and employee further agree that no manager, supervisor or employee of Alpha Resource Center of Santa Barbara has the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will.

EMPLOYEE PRINT NAME	SIGNATURE	DATE
HR MANAGER	SIGNATURE	DATE

FNDSP1 Job Description

Rev: 06/16/2022