

Direct Support Professional

Classification: Hourly, Non-Exempt

Reports to: Site Manager

Purpose:

Individuals in this position are under the supervision of the Site Managers, the Quality Assurance Coordinator, the Executive Director, and other designated persons. Individuals in this position provide life support and habilitative services to persons with developmental disabilities. Implement formal and informal training according to policies, procedures, and directions of supervisors.

ESSENTIAL FUNCTIONS:

- Assist with wheelchair movement, toileting, meals, and transportation.
- Maintains accurate documentation and performs various cleaning duties in and around the location.
- Provides continuous supervision to persons within the location, ensuring individual safety, care and support of each person.
- Observation, care and reporting of supported individual's medical needs, problems, or complaints.
- Accurate and consistent administration and documentation of medication, with strict adherence to policies and procedures.
- Assists supported individuals to develop self-reliance in daily living skills and assists in the performance of these functions only when necessary.
- Maintain interior and grounds of the site at a level of cleanliness and order, which meets or exceeds State and Corporation standards.
- Initiates and performs established ISP and behavior programs.
- Accurately complete documentation including but not limited to training, financial, incident reports, and medical issues according to established procedures.
- Maintains compliance with State & Federal laws and regulations, as well as corporate policies and procedures.
- Is flexible in scheduling to include changes with regard to when, where, and what duties will be performed as a result of changing programs and supporting individual needs.
- In cases of unforeseen emergencies, natural disaster or extraordinary circumstances, on duty staff will be required to stay on duty until authorized to leave the work site by management personnel.

OTHER RESPONSIBILITIES:

- Participates in the support and development of group and individual activities for supported individuals.
- Participates in staff development programs.
- Substitutes in other program areas as needed.
- Transport and accompany individuals or groups of people to various locations during community trips, activities and appointments.
- Assists in fire drills, safety inspections and other safety programs.
- Maintains confidentiality of written and verbal information pertaining to Step Forward Activities, Inc., and its program participants.
- Projects positive and professional image within the community.

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- Adheres to Oregon Administrative Rules, Policies and Procedures, and Step Forward's Employee Policy Handbook.
- Performs other duties as assigned.

*Note: Function and responsibilities may vary from worksite to worksite, and from shift to shift.

REQUIRED ABILITIES AND CONDUCT:

- Positive, supportive, and cooperative behavior in interacting with program participants, co-workers, supervisors, and management.
- Ability to learn and implement behavioral management techniques in a precise, routine manner.
- Knowledge/skill in cooking, personal hygiene issues, physical health, and support of basic human needs.
- Respect for people with developmental disabilities as adult individuals.
- Ability to work with people in situations, which may result in physical or verbal insult and to participate in training to prevent the same.
- Knowledge of the English language sufficient to read, write, speak, and otherwise interact with residents, and co-workers to perform the duties of the job described herein and complete documentation as required by State & Federal laws and regulations.
- Ability to physically assist a person who may need lifting as a result of a fall or need physical assistance with personal hygiene, wheelchair, toileting, or other needs requiring physical assistance.

QUALIFICATIONS:

- Must be over 18 years of age.
- Possess a valid Oregon driver license and be insurable by Step Forward Activities' insurance carrier.
- Pass various State and Agency tests and training, including criminal background investigation, 1st Aid and CPR certification and others as may be required to qualify and improve job performance.
- Ability to perform within the guidelines of this document.

PERFORMANCE STANDARD:

- Works scheduled days and hours.
- Works professionally and harmoniously with co-workers, supervisors, management, support personnel, and the people we support.
- Makes good use of time, fulfilling assigned tasks in a timely manner.
- Maximizes contact with the people we support, involving them in daily living activities and leisure activities.
- Demonstrates proper and safe use of facility equipment and vehicles.
- Utilizes a positive and constructive attitude toward resolution of problems and conflicts.
- Accepts direction, criticism, and supervision from supervisors in a professional manner.
- Demonstrates ability to remain calm in demanding situations.
- Ability to work within and promote a teamwork philosophy.
- Ability to work without close supervision.

STEP FORWARD ACTIVITIES, INC.

Position Description

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- Meet continuing education requirements on an annual basis.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Step Forward Activities, Inc. is an equal opportunity employer.