

**COMMUNITY SUPPORT PROFESSIONAL (CSP)**  
**(DAY)**

- I. **PHILOSOPHY:** The philosophy of Region I OHD is to provide desired and necessary supports for people with disabilities in the least restrictive environment. Individualized training and supports are the basis for the philosophy of Region I OHD.

Facilitating personal outcomes for persons with disabilities is a basic principle of every position within Region I OHD. It is expected that staff make positive connections in the lives of persons receiving services and assist them in increasing their social roles within the community.

Utilizes an "Employment" philosophy in providing training and work opportunities for persons supported. The philosophy focuses on informed choice of options available, career planning to the least restrictive alternative and addressing barriers to progress.

- II. **JOB SUMMARY:** Each Region I OHD employee performs responsible, professional work in providing training and support for individuals with disabilities in their homes and/or various community locations. This support and training will enhance the individual's competencies and help him/her achieve individual goals and build goals and relationships within the community.

The person in this position may be required to work in a variety of locations. The hours will be scheduled based on individual needs which may include evenings, overnights, weekends, and holidays. Attendance will be required at various training sessions which will allow the CSP to expand their knowledge and provide quality services. The position is responsible to the Supervisory Instructor.

III. **RESPONSIBILITIES:**

- Ensuring a meaningful day for individuals by providing systematic training and customized supports based on their individual needs and desired outcomes.
- Attend and participate in team meetings to ensure that the training and supports that are developed for individuals are truly what the individual needs and desires.
- Work with the individual, his/her family, and other team members in identifying the person's desired outcomes. This includes participates in the completion of any assessments/evaluations as recommended by the IPP team.

- **Develop training programs and maintain accurate data collection, records, and report as required to maintain accountability and meet regulatory requirements.**
- **Monitor training programs regularly to enhance personal growth and ensure individual progress by making changes as necessary.**
- **Serve as a positive role model and trainer for the individual in regards to socially enhancing behavior, personal hygiene, language, and personal grooming, etc., while utilizing teachable moments.**
- **Work cooperatively with consultants, supervisors, and other agency staff to assist all personnel in meeting the needs of the individual.**
- **Instruct, follow, and enforce safety precautions in accordance with federal, state, local, and Region I OHD rules, regulations, and procedures.**
- **Maintain a flexible schedule which can be adjusted to meet individual needs for training and support.**
- **Be certified as a Medication Aide, if required, and follow all laws and regulations in the administration of medication.**
- **Provide necessary supervision and training to the individual in various environments within their community to increase valued social roles.**
- **Assist individuals in enhancing their image within the community by maintaining their personal appearance and hygiene.**
- **Provide transportation and support as needed for the individual to improve their community access skills.**
- **Attend staff meetings, training conferences, and other developmental sessions as required to continue to improve job performance.**
- **Assist individuals in managing their personal funds with strict adherence to Region I OHD procedures.**
- **Perform other duties, as assigned to meet the needs of Region I OHD.**
- **Knowledge of training individuals with developmental disabilities.**
- **Work with individuals with special needs, including personal hygiene/care.**

- Contribute positively to the work team.
- Meet the physical demand of the service location.
- Accept directions and follow through with completion of assigned tasks.
- Identify and report situations requiring supervisor's advice.
- Under general direction, is responsible for moderately difficult work to place and support persons with developmental disabilities in their jobs.
- Must have the knowledge and ability to immediately and effectively respond to problems or situations on the job site, without additional staff or supervisory support.

**IV. PHYSICAL DEMANDS AND WORK ENVIRONMENTS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Continuously: Stand, repetitively bend, reach.
2. Frequently: Walk, push, pull, stoop, twist, squat, crouch.
3. Occasionally: Sit, lift floor-chair, lift chair-desk, lift desk-shoulder, climb stairs, carry, hand work, foot work, head-neck.
4. Rarely: Climb ladders.

**SITTING:** Up to 30 minutes continuously; up to 60 minutes in a work day; up to 3 hours in a meeting; with a usual work surface of 30 inches; with a usual seat height of 18 inches, sometimes with back and/or arm support; usually with foot support; while doing paperwork, assisting clients with tasks and programs, meal preparation, breaks with clients.

**STANDING:** Up to 60 minutes continuously; up to 360 minutes in a work day; with a usual work surface height of 30 inches; on a hard, level surface or uneven, gravel or grass surface; usually without back support except in workshop setting where back support is provided for heavy lifting; sometimes with arm support; while supervising clients.

**WALKING:** Up to 60 minutes continuously; up to 240 minutes in a work day; a typical distance of 50 feet; up to 20 times in a work day; occasionally a distance of 6 blocks; on a

dry, hard surface or uneven, gravel or grass surface; while taking clients to restroom or meals, for walks, accompanying clients to work sites or recreational/community activities.

**RUNNING:** Rarely; to catch a runaway client; up to 2 blocks.

**CATCHING:** Rarely; a client falling from seizure activity or by accident; weight of up to 200 pounds.

**LIFTING AND/OR LEVERAGING:** 200 pound wheelchair desk-chair height using both arms together while going over door jam, positioning chair in van; up to 200 pound client while transferring to bed, toilet, chair, typically 10 pounds while shoveling sidewalk.

**PUSHING:** A wheelchair requiring 29 pounds force to initiate movement, or 65 pounds of force over door jamb; pushing client while in lift force of 26 pounds; pushing lawn mower, grocery cart, snow shovel, or other similar objects; using both arms together; up to 200 feet continuous distance; a typical distance of 60 feet; on a dry, hard, level or uneven, gravel or grass surface; usually up to 10 times in a work day; while transporting clients to other areas, outdoors, into van, to restroom, grocery shopping, mowing lawn, moving task materials, furniture, and other similar tasks.

**PULLING:** 31 pounds lever on lift.

**BENDING:** Repeatedly up to 5 minutes at a time; while also reaching; with the lowest point of touch at 0 inches; with the furthest point of touch at 24 inches; up to 20 times in a work day; while assisting clients in transferring or with tasks.

**REACHING:** Up to 10 minutes continuously; while also holding/placing; using choice of arms; with the highest point of touch at 84 inches; with the lowest point of touch at 0 inches; with the furthest point of touch to the front of 24 inches and to the side of 24 inches; while pulling ramp down from back of van, obtaining tasks for clients, unloading pallets of materials, assisting clients with their duties.

**CLIMBING:** Rarely a ladder; some stairs; 15 steps with a step height of 13 inches; up to 6 times in a work day; on a dry, level, hard or carpeted surface; with at least one handrail;

While supervising clients at the group home or at a job site, during daily tasks or janitorial duties.

**SQUATTING:** Repeatedly up to 5 minutes at a time; while also reaching; with the lowest point of touch at 0 inches; while setting brakes of wheelchairs, using lifts, assisting in dressing, assisting with transfers.



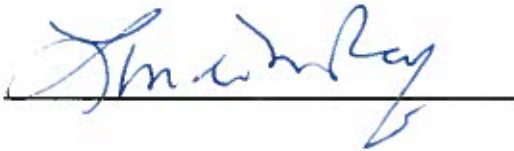
**HEAD-NECK...HAND-FOOT:** While operating van with clients.

**VISION:** Vision abilities include close vision, depth perception and the ability to adjust focus.

**COMMUNICATION:** The ability to express or exchange ideas accurately, loudly, or quickly by means of the spoken word. To impart information or detailed instructions to clients, to the public, or to other workers. The ability to perceive the nature of sounds by ear. To listen attentively to instructions and answer the phone.

Essential functions are extremely variable due to the nature of this position--working with people and working with materials. Individuals served are encouraged to perform the majority of "physical responsibilities" of the job: lifting and /or pushing objects, helping with meals and other household duties, personal job tasks. Some individuals require more hands on assistance than others, and some clients may have behavior problems where combativeness is a concern.

APPROVED BY:



DATE: 3/18/2013