



JOB DESCRIPTION

Job Title: Direct Support Professional 1
Department: Adult Services
Reports to: Program Specialist/Team Leader
FLSA Status: Non-Exempt

This position is central to family support by providing personal care, community experience and teaching life skills to those with developmental delay or diagnosed with a disability. The employee must display professional integrity and encourage and contribute to the mission of Alpha to empowering individuals with intellectual and developmental disabilities by supporting families, creating opportunities, and fostering belonging, and must promote the Alpha Adult Services Vision Statement (available on website Mission page).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Day to day maintenance, implementation and development of assigned curriculum. Employee has an awareness of Person Centered Planning, and how such planning is generated and used in day-to-day activities.
- Assisting in duties of the day-to-day running of assigned social center
 - Stay familiar with all aspects of social center participants AIMS plans, including behavior challenges, dietary needs, medical needs including allergies, medication, etc.;
 - Understand all aspects of social center participant outcomes, dreams and desires and utilize in activity planning
 - Assume ongoing administrative duties as required
- Assist in design of weekly activity schedule
- Regular, punctual and predictable attendance at work
- Complete area documentation, data sheets, outcomes, and all reports (File Dictations, Seizure Reports, Data Tracking Forms, other regulatory agency reporting requirements) in a timely manner ensuring accuracy of report content;
- Communicate social center needs to team leader;
- Perform assigned duty responsibilities, e.g. van duty, 1:1 duties, gas vehicles;
- Communicate day-to-day needs with social center participant families/care providers to ensure clothing, money, lunch needs, etc. are met as requested; and,
- Ensure implementation of individualized participant routines as established by team leader and participant advocate

- Create, evaluate, modify and implement individual participant service plans (AIMS) outcomes under the direction of assigned participant advocate, team leader, and/or program manager
 - Provide timely written reports containing recommendations for participants;
 - Assist in design of activities utilizing participant outcomes as curriculum guide;
 - Assist in design of activities inclusive of community participation and integration;
 - Assist in design of activities inclusive of participant interests, dreams and desires;
 - Implement and follow participant behavior programs;
 - Encourage and support participant growth in choice and independent decision making;
 - Assist social center staff in developing, evaluating and modifying services in order to promote a quality program for all participants;
 - Utilize positive practices as fundamental behavior tool in all instructional settings;
 - Provide participant training in functional work skill and personal habits; and,
 - Enhance participants' functional mobility
 - Prepare for and participate in weekly social center staff meetings
 - Assist in development of participant outcomes in conjunction with social center staff team
 - Maintain daily and weekly data on participant progress
 - Communicate routinely with social center team leader on participant progress, areas of concern, and curriculum ideas/expansion
- Prepare and maintain a safe, clean and organized work setting
 - Provide accurate attendance data
 - Write accurate and timely seizure, incident reports and file dictations
 - Maintain participant files, time sheets and other relevant data in an organized and confidential manner
 - Clean and maintain an orderly social center area both inside and outside environments
 - Maintain clean and safe general use areas
- Communicate relevant and necessary information to co-workers, team leaders, participant advocates and managers
 - Attend social center staff meetings
 - Attend annual review meetings for all participants in social center
 - Attend IDT meetings and meetings with other outside agencies and parties, as requested
 - Present written and oral reports in a professional manner
- Keep up with current developments in the field of developmental disabilities
 - Be familiar with current law
 - Be familiar with community training resources
 - Participate in staff meetings, workshops and program-wide trainings that promote professional growth
 - Complete the College of Direct Support online coursework
 - Learn, understand and implement Behavioral Intervention plans
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

None

HOURS OF WORK

Work hours will be fixed per the demands of the department. Regular attendance, punctuality and diligent work performance are expected and required.

Attendance at departmental meetings and general staff meetings is expected.

QUALIFICATIONS

The employee must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Appropriate training will be provided where necessary, and specific assistance in refreshing the employee in those areas where appropriate.

Eligible to work in the United States

Valid CA driver license, reliable personal vehicle with evidence of insurance

Basic knowledge of office practices and office equipment

Ability to safeguard confidential information obtained during employment

Ability to work both individually and as a team member and prioritize work

Must be able to establish rapport and communicate with clients of diverse cultural, educational and mental and physical ability

EDUCATION and/or EXPERIENCE

High School Diploma or a combination of education and experience demonstrating ability to perform essential duties is required. Experience in human services field, preferably working directly with individuals with developmental and/or intellectual disabilities is highly desirable.

First-aid and CPR certification

LANGUAGE SKILLS

The ability to read and speak English clearly is mandatory. The ability to communicate information to other employees, clients, family members as well as management in a clear and concise manner is essential.

REASONING ABILITY

Employee is able to apply common sense understanding to carry out instructions, either written, oral, or diagram form. Must possess the ability to deal with problems involving several variables in any standardized situation. Must be able to prioritize tasks and activities in a manner consistent with direction from supervisor.

PHYSICAL DEMANDS

The employee must have the upper body strength to be able to safely lift and/or move up to 35 lbs. unassisted in a vertical lift, and be able to assist in mobilizing participants weighing up to 170 lbs. with assistance. Employee must be able to bend, squat, push, pull and climb stairs. Must be able to attend to personal hygiene and toileting needs for participants on a daily basis, including using a changing table for diapering.

The employee is regularly required to sit, talk, and hear. The employee frequently is required to use hands to handle or feel equipment, paper, or files. The employee must be able to operate a computer keyboard as well as see a computer monitor display screen. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision.

This position requires the manual dexterity and adequate vision to read written materials, enter data into a computer, adequate hearing and verbal communication skills to conduct conversations (in person or on the telephone) and interact with staff and others to perform duties.

WORK ENVIRONMENT

The work environment would be generally described as an office setting with classroom facilities adjacent to the primary work area. Occasional trips off-site to work in a community setting are required. The ability to move within all of these areas is required in the execution of the employee's functional activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and the illumination of the work area is primarily with fluorescent artificial lighting.