

Direct Support Professional (DSP) Job Description



These are either part-time (scheduled less than 32 hours per week) or full-time (scheduled 32 hours per week or more) hourly paid positions. Hourly Range: \$15 – 18.50 per hour. The Direct Support Professional's Primary job function is to act as a resource for and to secure supports for people with intellectual/developmental disabilities and has the responsibility to:

- Provide services and supports to people with intellectual/developmental disabilities in a manner that
 - Is Customer driven;
 - Meets or exceeds the consumers expectations;
 - Promotes independence, self-direction, and self-determination;
 - Is individually focused and promotes responsiveness to one's wants, needs, desires, dreams, and the aspirations of the consumer;
 - Is provided in a manner that entitles each encounter with dignity and respect;
 - Ensures the consumer's safety, health and wellbeing;
 - Encourages the fostering of a learning, caring, safe and loving environment.
- Individualized Services and Supports will be in accordance with the following:
 - The consumer's Individual Service Plan (ISP);
 - The expectations as identified by the consumer's IDT (i.e. ISSP's, essential lifestyle plans, behavior support plans, etc.);
 - The Policies, Procedures, Protocols, and Practices of The Otero Corporation;
 - The Policies, Procedures, Protocols, and Practices of Foothills Gateway, Inc.;
 - The rules, regulations, and expectations of the State of Colorado;
- Successfully Complete Required Training.
 - Obtain and remain current on certified trainings (First Aid, CPR, Essential Lifestyle Planning & CPI).
 - Complete orientation training for all new employees within the required time frames.
 - Complete training as necessary to ensure you have attained the needed knowledge, skills, and abilities to perform your primary job functions.
 - Maintain knowledge of current regulations pertaining to the field of Intellectual/Developmental disabilities by attending outside workshops, trainings, seminars, or other educational opportunities.
- Records Management
 - Maintain all consumer files and documentation in accordance with regulatory expectations and timeframes.
 - Create/distribute monthly activity calendars that meet the needs of the consumer.
 - Conduct satisfaction checks with the consumer and his/her family/guardian to measure their level of satisfaction of the outcomes and opportunities presented to the consumer.
 - Maintain confidentiality and HIPPA rules and regulations
- Finance Management
 - Maintain the consumer's monies, expenditures, and ledgers.
 - Submit your employee time sheets and audit for accuracy, submit to The Otero Corporation for payment.
 - Submit mileage forms to The Otero Corporation for payment.
 - Create and submit for approval all billing documents within the required time frames.
- Program Support
 - Provide Transportation to and from activities in a safe, well maintained vehicle
 - Create consumer programs and/or documentation forms
 - Other necessary supports as requested by the company President or Vice-President of Operations
- Communication
 - Establish strong communication with the consumer, his/her family/guardian/provider.
 - Express ideas/suggestions for improvement of service/supports.
 - Act as an advocate for the individual(s) your support.
 - Present factual, accurate, unbiased feedback to the consumer's IDT.

Qualifications:



The successful candidate will demonstrate:

- Compassion and the ability foster a professional work environment that embraces people with intellectual/developmental disabilities and the people who provide their support
- Life skills pertaining to the field of Human Services – requiring similar knowledge, skills, and abilities
- Ability to work with and interact professionally with a diverse mix of people
- Ability to work independently as a self-starter in a new organization
- Ability to excel as a member of a team
- Have successfully completed High School (Diploma or GED).
- Have a clean driving record.
- Have access to reliable transportation.
- Have a vehicle in working condition that is well maintained and operates safely.
- Have a clean criminal record.
- Have passed their 21st birthday on date of hire.
- Ability to represent The Otero Corporation in a professional manner while demonstrating the agency's Mission, Vision and Values.