

JOB DESCRIPTION # 51.1

TITLE: Direct Support Professional

FUNCTIONAL TITLE: Job Coach I

JOB CATEGORY: Day Program Support Staff

REPORTS TO: Senior Job Coach or Job Coach III

BASIC FUNCTION: To support individuals in appropriate employment services, through providing day to day supervision and training.

SCOPE: This is a direct service position with case management assistance, assisting individuals with disabilities through the provision of high quality vocational and employment services.

QUALIFICATIONS: High school diploma or equivalent plus (1) year experience in a vocational training and or business/industrial setting. Valid drivers license.

SCHEDULE: This is a full time position with hours primarily 8:00 a.m.-4:00 p.m. Hours may vary depending upon programmatic needs.

RESPONSIBILITIES/OBJECTIVES:

- To provide job training and direct support to the individual in various employment settings including competitive, supported, integrated work sites and work services.
- To develop and complete task analysis to be used for the evaluation and ongoing assessment of performance in the community-based employment setting.
- Maintain organized and up to date files of ISP objectives, medical fact sheets, individual learning styles, and other related documentation.
- Attend and participate in meetings for the development of individual goals and objectives.
- Documentation of consumer production on assigned work including counting, handling and quality control.
- To complete quarterly progress notes and safety assessments for assigned Individuals.
- To complete all daily documentation and data entry as assigned.

- To provide transportation to and from residential programs or daily work sites as assigned.
- To intervene and support individuals involved in conflict or distress following procedures outlined in developed plans and Seven Hills Policy and Procedures.
- To develop and implement vocationally geared activities and projects consistent with providing quality programming.
- To conduct relevant assessments to determine the individual interests, skills, and abilities as the individual plans their career path.
- To provide positive role modeling to individuals assigned through displaying a working knowledge of policy and procedure.
- To ensure the individual receives appropriate training that will optimize their level of independence in the community.
- To perform additional duties as required or directed.

EXPECTATIONS:

- To carry out all responsibilities professionally and efficiently.
- To work in harmony and support of the Seven Hills Foundation and operating affiliates.

PHYSICAL REQUIREMENTS: Ability to lift up to 30 lbs. on occasion. Ability to perform primary job functions while standing for extended periods of time.

STATUS: Non-Exempt

STATE CONTRACT REFERENCE TITLE:

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date