

**JOB DESCRIPTION # 68.1**

**TITLE:** Direct Support Professional

**FUNCTIONAL TITLE:** Children's Support Advocate (part time)

**JOB CATEGORY:** Direct Care Staff

**REPORTS TO:** Residence Director / Assistant Residence Director

**BASIC FUNCTIONS:** Residential Direct Support Staff are part of a professional team responsible for assisting each individual to live a safe, enjoyable life in their community with opportunities to learn and to exercise increasing independence and control over their lives. The agency and its employees are responsible to the people we support.

**SCOPE:** This direct support position is responsible for the provision of day-to-day services to program participants.

**QUALIFICATIONS:**

- Commitment to assisting people with developmental disabilities to participate fully in the life of their community.
- Safe passenger vehicle and good driving record, adequate insurance, license.
- Varied interests and personal connections in the local community.
- Proven record of conscientious, responsible behavior (work, volunteer or school history).
- Ability to work as part of a team; positive and constructive.

**SCHEDULE:** Schedules are determined by programmatic needs and maintained by assigned Residence and Area Directors.

**RESPONSIBILITIES / OBJECTIVES:**

- To treat all individuals with dignity and respect.
- To support individuals to take control of their lives, to make wise decisions that enhances their ability to reach their goals. To support individuals to take on as much control as possible over the routines and activities in their home.

- To teach, assist and support individuals in the community and at home so that the individual is able to learn, practice and master skills that enable him/her to enhance his/her status by assuming socially valued roles.
- To support each individual's existing relationships and increase their networks of friends and acquaintances.
- To insure that all individuals are supported to explore and express their interest for community membership.
- To ensure that the health and well-being of individuals are met by accompanying individuals on appointments as needed, administering medications in accordance with residential guidelines and DMR policy, providing a well-balanced diet prepared to meet individual needs, following all instructions given by Primary Care Physician and Health Care Coordinator.
- To complete agency training program in a timely manner and participate in other professional development as required by supervisor.
- To implement Support Plans and strategies as written and at frequency stated in the plan. Demonstrate accurate data collection procedures and consistent use of described support strategies that promote success.
- Maintain all required certifications such as medication administration, First Aid & CPR.
- Successfully complete the training program in a timely manner.
- To assist the individuals with household shopping and maintenance as necessary, providing ongoing opportunity for individuals to assume increasing control, responsibility.
- To participate in supervision meetings with the Residence Director.
- To participate actively in staff meetings.
- To facilitate teamwork between all team members via open communication, sharing of responsibilities and a positive, constructive attitude.
- To follow Foundation and Affiliate Policies and Procedures regarding scheduling, addressing crisis situations and communicating appropriate general information.
- To perform additional duties as required or directed.

**EXPECTATIONS:**

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

**PHYSICAL REQUIREMENTS:** Ability to drive. Ability to lift up to 50lbs. on occasion. Ability, with training, to perform appropriate physical restraint as needed.

**STATUS:** Non-Exempt

**STATE CONTRACT CROSS REFERENCE TITLE:**

I have read and understand my job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date