



## **JOB DESCRIPTION # 50**

**TITLE:** Direct Support Professional

**FUNCTIONAL TITLE:** Support Advocate / Assistant Residence Director

**JOB CATEGORY:** Residential Services / Children Support

**REPORTS TO:** Residence Director

**BASIC FUNCTIONS:** Residential Support Advocates and Assistant Residence Directors 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 people we support participate in the hiring, training and evaluation of employees who work with them. The agency and its employees are responsible to the people we support.

### **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 Program 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 (or supporting them to self-medicate) in accordance with residential guidelines and DMR policy, providing a well-balanced diet prepared to meet individual needs (when applicable), 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 ISP/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 participate in individual advocacy system  
Full-time/part-time employees: applicable: \_\_\_\_\_ Yes \_\_\_\_\_ No
  - To take a leadership role in advocacy with and on behalf of the individuals.  
\_\_\_\_\_ Yes \_\_\_\_\_ No
  - To take a leadership role in supporting the accomplishment of the individual's goals.  
\_\_\_\_\_ Yes \_\_\_\_\_ No
  - To monitor and maintain individual's ISP program book to ensure data collection occurs at frequency stated. \_\_\_\_\_ Yes \_\_\_\_\_ No
  - To review data collection monthly and prepare written progress notes quarterly or at frequency stated in ISP to assist in the development of ISP assessments and attend ISP meeting. \_\_\_\_\_ Yes \_\_\_\_\_ No
  - To assist in personal needs and clothing purchases; plan with Residence Director budgeting needs of individual; manage individual's funds within budget; provide receipts and maintain all individual expenses in accordance with subsidiary guidelines.  
\_\_\_\_\_ Yes \_\_\_\_\_ No

○ To maintain neatness and cleanliness of individual's bedrooms. \_\_\_\_\_ Yes \_\_\_\_\_ No

○ To maintain regular contact and positive relationship with individual's family members/guardians which includes providing status updates, scheduling visits, and acting as a positive liaison between family/guardian and the residential program.

\_\_\_\_\_ Yes \_\_\_\_\_ No

○ To maintain regular contact and positive relationship with work program staff.

\_\_\_\_\_ Yes \_\_\_\_\_ No

- 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:** Direct Care/Program Staff I # 136

I have read and understand my job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

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