

**JOB DESCRIPTION # 65.1**

**TITLE:** Direct Support Professional

**FUNCTIONAL TITLE:** Awake Overnight / (part time)

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

**REPORTS TO:** Residence Director

**BASIC FUNCTIONS:** In conjunction with the Residence Director provides supervision of direct care staff and individuals.

**SCOPE:** Together with the Residence Director this position is responsible for the day-to-day operations of assigned program with the goal of providing quality residential supports and maintaining the physical well being of individuals utilizing the program.

**QUALIFICATIONS:** Minimum of one (1) years experience working with individuals with disabilities. Experience in residential program service delivery with strong written and verbal communication skills and the ability to manage multiply tasks. Must be at least eighteen (18) years of age. First Aid, CPR and CPI Certifications required. Valid Driver's License and reliable transportation required.

**SCHEDULE:** This is a part time position with hours to be scheduled as program needs dictate. Flexibility, on-call responsibilities and weekends are required. Schedule to be developed in conjunction with supervisor.

**RESPONSIBILITIES/OBJECTIVES:**

**Administrative:**

- To participate and or conduct required intake meetings in order to assess the specific support needs.
- With the individual and family's direction, develop activities that will interest the individual(s).
- To maintain proper record keeping procedures including FTS data entry.
- To follow subsidiary policies and procedures regarding scheduling, addressing crisis situations and communicating appropriate general information.
- Responsible for the nightly operation of assigned program in accordance with all policies and procedures set forth by SHFS, SHF, and all federal and/or state licensing agency regulations which we are required to follow.
- Responsible for completing facility maintenance inspections and safety audits and routine cleaning programs.

**Budgetary:**

- To manage and maintain accurate house accounts, individual account activity and scheduling procedures.

**Training/CQI:**

- To complete orientation, as well as attend all in-service training's, as required to meet job expectations and DMR requirements.
- In conjunction with the Residence Director, will assist with the hiring and orientation of assigned staff and volunteers.

**Communication:**

- To facilitate teamwork between all team members via open communication and sharing of programmatic duties.
- To attend program staff meetings and supervision as scheduled.

**Quality Enhancement:**

- To attend supervision meetings with the Residence Director.
- To participate in the evaluation of program services.
- To coordinate and assure compliance of Quality of Life Area's as outlined by OUTCOMES to include; \*People are valued, \*People's rights are affirmed, \*Peoples rights are protected, \*People are understood, People make choices in their everyday lives, \* People are the primary decision makers in their lives, \*People accomplish their goals, \* People have autonomy, \*People grow through life experiences, \*People are safe at home and work, \*People are free from harm, \*People maintain good health and \*Peoples funds are safeguarded.
- To maintain positive outcomes survey results, minimum of "Very Good", (including: individual, family and 3<sup>rd</sup> party) for all assigned support areas.

**Other:**

- Performs other duties as required or directed.

**EXPECTATIONS:**

- To carry out all responsibilities professionally and efficiently.
- To treat individuals receiving supports with respect and dignity and maintain confidentiality and integrity at all times.
- To foster an environment that promotes responsibility, cooperation, consideration and hospitality.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.

**PHYSICAL REQUIREMENTS:** Ability to drive. Ability to lift 30 lbs. on occasion. Ability, with training to perform appropriate physical restraints 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