



## **JOB DESCRIPTION # 74**

**TITLE:** Direct Support Professional

**FUNCTIONAL TITLE:** Support Advocate 4

**REPORTS TO:** Family Support Director

**BASIC FUNCTIONS:** To provide families and individuals with dependable and age appropriate Family Support.

**SCOPE:** This is a direct service position, responsible for the provision of Respite Care Services to program participants. To service as a Seven Hills Family Services, Inc. Team Member.

**QUALIFICATIONS:** An interest in working with families who have a physically, developmentally, emotionally, or other life challenged family member. Must be at least of eighteen (18) years of age. Knowledgeable of creative and developmental activities appropriate for the age and capabilities of the individual being supported. First Aide and CPR certification required. Must have a valid driver's license.

**SCHEDULE:** This position may be full or part time, with hours of contact scheduled as family needs dictate, including evening and weekends. Schedule to be developed by Family Support and/or individual. Schedule to be maintained with Family Support Director.

### **RESPONSIBILITIES/OBJECTIVES:**

#### **Administrative:**

- To participate in a pre-placement interview with Family Support Director and the family/individual to be served to develop a specific family/individual respite plan as outlined in the Family Support Guidelines.
- To complete detailed time sheets, obtain family signatures and submit these time sheets in a timely manner.

#### **Budgetary:**

- To provide respite services to families/individuals utilizing, but not exceeding allotted hour
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#### **Training**

- To complete orientation and all required trainings as required by Seven Hills Family Services, Inc., and the Department of Mental Retardation Family Support Guidelines.
- To attend specific job related training as assigned.
- To have a continued working knowledge of the Seven Hills Family Services Support Worker Manual and Seven Hills Policies and Procedures.

- To be knowledgeable of community activities.

**Communication**

- To communicate effectively with families, individuals and Seven Hills Family Service staff regarding scheduling and utilization of allocated resources to maximize efficiency.
- To report any change in the family/individuals situation to the Family Support Director in a timely manner, including family/individual resignation intention prior to termination of services to the family/individual.

**Quality enhancement**

- To utilize community resources to enhance the quality of life of the families/individuals serviced through inclusionary or other specifically identified experiences.
- To foster appropriate relationships beyond the scope of the Family Support Worker.
- To perform other 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 35 pounds on occasion

**STATUS:** Non-Exempt

**STATE CONTRACT CROSS REFERENCE TITLE:** Case Worker/Manager #132

I have read and understand my job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date