



JOB DESCRIPTION #55

TITLE: Direct Support Professional

FUNCTIONAL TITLE: Service Coordinator / Developmental Specialist

JOB CATEGORY: Health Care Staff

REPORTS TO: Program Manager

BASIC FUNCTIONS: Provide direct support to individuals served including providing assistance in personal care activities. Perform the required training and documentation necessary for group and individual participant goal achievement. Act as Case Manager including completing ISP requirements and being a liaison for assigned caseload.

QUALIFICATIONS: B.A. degree in Education or related field and one (1) year experience in human services. Alternative qualifications: High School diploma and two (2) years experience working in a program for people with mental retardation or developmental disabilities. Valid driver's license required.

SCHEDULE: This is a full time position with hours primarily _____ a.m. to _____ p.m.

RESPONSIBILITIES/OBJECTIVES:

- To act as Case Manager for individuals including case record maintenance, as assigned.
- To work directly with program participants and their significant team members in the development and follow up of Individual Support Plans (ISP), including attendance at case conferences.
- To work with each individual's needs as they relate to their home, work and community environments, including meeting with parents, guardians, residential providers and other outside agency personnel for progress reports.
- Provide assistance as needed for program participants' personal care needs including dining, toileting and transfers.
- To develop and implement behavior management interventions for individuals, as warranted and in conjunction with the clinical team.
- To participate in program and/or agency committees as assigned.

- To design and implement instructional units on both an individual and group basis to meet each individual's needs and interests.
- To participate in activities as a member of the Interdisciplinary Team as assigned.
- To assist the Program Manager in the screening of prospective participants, as assigned.
- To be familiar with the agency's overall operation as established by written description of service and organizational information.
- Be familiar with, and assist in the implementation of, the Seven Hills Foundation Policies & Procedures, the site's Program Specific Policies & Procedures and the regulations governing the program.
- To foster the growth of individuals by teaching and offering opportunities for choice, initiation and risk taking.
- To evaluate individual's needs in the areas of activities of daily living including meal preparation, personal care, occupational skills and/or other pertinent areas.
- To treat individuals with respect and dignity and in an age and culturally appropriate manner.
- To transport participants as assigned.
- 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 assist in physical interventions and to complete a pre-employment physical.

STATUS: Non-Exempt

STATE CONTRACT CROSS REFERENCE TITLE: Direct Care/Program Staff II #135

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date