



## **JOB DESCRIPTION # 66**

**TITLE:** Direct Support Professional

**FUNCTIONAL TITLE:** Special Needs Instructor / Activities Specialist

**JOB CATEGORY:** Day Program Support 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.

**QUALIFICATIONS:** B.A. degree in Education or related field. Alternative qualifications: High School diploma and one (1) year related experience. Valid Driver's License required.

**SCHEDULE:** This is a full time position with hours primarily \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

### **RESPONSIBILITIES/OBJECTIVES:**

- To conduct the follow-up necessary to ensure delivery of the Individual Support Plan (ISP) requirements including direct support and documentation.
- Provide assistance as needed for program participants' personal care needs including dining, toileting and transfers.
- To work with each individual's needs as they relate to their home, work and community environments.
- To participate in program and/or agency committees as assigned.
- To develop and implement behavior management interventions for individuals, as warranted and in conjunction with the clinical team.
- To provide individual and group programming, with an emphasis upon the development of age appropriate behaviors.
- To develop, maintain and implement instructional units on both an individual and group basis to meet each individual's needs and interests.
- To evaluate individual's needs and interests by completing participant satisfaction surveys and other tools as assigned.

- To transport 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 treat individuals with respect and dignity and in an age and culturally appropriate manner.
- 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 #136

I have read and understand my job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date