



## **JOB DESCRIPTION # 77**

**TITLE:** Direct Support Professional

**FUNCTIONAL TITLE:** Service Coordinator of Activities

**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. Develop and implement Activities curricula.

**QUALIFICATIONS:** B.A. degree in Education or related field and one (1) year experience in an activities related field. Alternative qualifications: High School diploma and two (2) years experience working in an activities related position serving individuals 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 by the Program Manager in relation to Activities curricula.
- 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 participate in program and/or agency committees as assigned.
- 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.
- To develop and implement Activities curricula including documentation of such, for program participants and provide support for the delivery of said curricula.
- To develop and maintain inventory of Activities curricula materials and equipment and make recommendations to the Program Manager for purchasing of appropriate materials.
- 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.
- Provide assistance as needed for program participants' personal care needs including dining, toileting and transfers.

- 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 #135

I have read and understand my job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date