



DREAMS WITH WINGS

Direct Support Professional Job Description

The person in this position is responsible for the care, training, safety and supervision of the individuals living in the Staffed Residence, Community Living Supports and in Adult Day Training. Support and assistance will be based on individual need. He/She will carry out the programs that have been developed for the individuals. This role must function as a member of the Dreams with Wings team and may provide supplementary service to any individual served by Dreams with Wings. The Direct Support Professional will report to the Manager of Staffed Residence, Director of Community Services or the Director of Enrichment Programs.

Functions

- 1.** The Direct Support Professional fully embraces the mission, philosophy, vision and core values of Dreams With Wings.
- 2.** The Direct Support Professional will assist in the development of individual goals with the individual and significant others. He or she will encourage implementation of goals with the objective of decreasing dependency and increasing self-reliance whenever possible.
- 3.** The Direct Support Professional encourages and assists individuals in exercising their rights. Encourages constructive ways to respond to conflict and develops strategies for resolution in which all parties can benefit, whenever possible.
- 4.** The Direct Support Professional works to enhance community participation and facilitates the cultivation of friendships. He/She provides guidance and direction on social and judgment issues, encouragement and facilitations of natural supports and health and safety issues.
- 5.** The Direct Support Professional will coach individuals on daily living skills, self-administration of medicines (if appropriate), personal hygiene and personal financial responsibilities as necessary. Maintains required documentation that reflects progress and concerns regarding individuals. Staff may only administer medication if he/she has medication administration training.
- 6.** The Direct Support Professional will provide physical assistance as well as assistance with ambulation, dressing, grooming, feeding, toileting, bathing, meal planning and preparation, laundry, and home care and cleaning as dictated by the individual need.
- 7.** The Direct Support Professional is responsible along with the House Manager/Director of Enrichment Programs or the Director of Community Services for day-to-day operations of the Staffed Residence/Adult Day Training/CLS/Personal Assistance/Community Access programs, including physical maintenance, housekeeping, individual schedules and transportation. The individuals residing in the Staffed Residence are dependent on the Direct Support Professional being on time when they arrive home from their job or day program. Direct Support Professionals must be on time and if they are running late they must make arrangements for another staff to be there and notify the House Manager.
- 8.** The Direct Support Professional understands that individuals with Intellectual and/or Developmental Disabilities or Autism, may have behavior disorders or physical disabilities that may require lifting, crisis management or the provision of medical procedures such as feeding tubes or oxygen. While individuals may come to us with some of these issues, they also may develop over time. The needs of the individuals supported will/can change and the work of the DSP may involve lifting, provision of necessary medical procedures or violent or aggressive behavior from the individual supported.
- 9.** The Direct Support Professional maintains required records and operates within state regulations and established Dreams with Wings standards.
- 10.** The Direct Support Professional attends staff trainings mandated by DDID and meetings as scheduled

including but not limited to any mandatory trainings scheduled by Dreams With Wings.

11. The Direct Support Professional serves as a professional and role model, abiding by ethical standards for the individuals that we serve.

12. The Direct Support Professional will perform other duties as assigned.

13. The Direct Support Professional is responsible for ensuring that individuals are clean and shaved every-day.

14. The Direct Support Professional is responsible for ensuring that individuals are involved in community activities, leisure outreach, grocery shopping, pharmacy, local restaurants, neighborhood associations and going to church. When attending group activities the DSP works with all staff to ensure maximum participation of all attendees.

15. The Direct Support Professional is responsible for ensuring that all required paper work is completed regarding outcomes for individuals and required DWW tracking sheets.

16. The Direct Support Professional may be involved in vacations for individuals in our program.

Qualifications

The Direct Support Professional will possess the minimum qualifications:

- Education: High School Diploma or the equivalent is preferred.
- May require lifting of an individual.
- Be at least 21 years of age or have at least one year of experience as a direct-contact staff serving persons with intellectual/developmental disabilities or autism and be at least 18 years of age.
- Training in First Aid/CPR is required.
- Annual TB test is required.

Experience

- Experience working with individuals with Intellectual or Developmental Disabilities and Autism is strongly preferred.
- Valid driver's license and proof of up to date auto insurance is required.

Work Schedule

- Full-time or part-time; evening and weekend work as scheduled. Additional hours may be required.

Employment Status

- Non-exempt, Hourly

Occupational Exposure Classification

- All employees in this job classification are reasonably anticipated to have routine occupational exposure to potentially hazardous blood borne pathogens.