



## **JOB DESCRIPTION**

**JOB TITLE:** Direct Support Professional (DSP)

**POSITION TYPE:** Direct Service

**REPORTS TO:** DSP Supervisor or Director of Waiver Services

**DIRECTLY SUPERVISES:** N/A

**GENERAL SUMMARY:** (General Purpose of the Job)

Perform duties as delegated by DSP Supervisor and/or the Director of Waiver Services for Individuals with Intellectual disabilities and/or Autism.

**ESSENTIAL FUNCTIONS:** (Primary Responsibilities)

- To participate in the ongoing communication regarding program planning and implementation for individuals.
- Provide a safe, clean, comfortable, recreational, educational, and social environment for individuals participating in programs in the community and/or in their home.
- Encourage, guide and train individuals in developing daily living skills in a community setting and/or their home.
- Assist individuals in maintaining their physical health.
- Assist in organizing and participating in leisure/recreation activities.
- Handle company credit card and receipts.
- Use online apps to fill out timesheets, daily service notes, expense reports and mileage reports.

**QUALIFICATION STANDARDS:**

- High School Diploma or equivalent
- 18 years or older
- Pass a drug test and all necessary background checks.
- Valid driver's license, car registration, insurance and inspection.
- Be comfortable transporting individuals in your own personal vehicle.

**JOB REQUIREMENTS:**

- Candidate will have the ability to function in a team environment, as well as independently at times with staff from other agencies, volunteers, and family members.
- Candidate will have the ability to work well with individuals and have the physical ability to lift supplies.
- Should have the stamina to be able to walk, hike and to possibly be on the go for up to 8 hours a day.
- Should be familiar with smart phone technology including filling out online forms, searching Google and using GPS.
- Should be assertive enough to handle (at times) difficult individuals.
- Must feel comfortable going in pools/oceans/lakes when the individual chooses that activity.

- Available to work weekends and/or nights when needed (only applies to individuals who live independently or with their family).
- Must be comfortable driving on highways as well as back roads and at times driving long distances.
- Must complete at least 24 hours of training per year.

**ACCIDENT OR HEALTH HAZARDS:** (Associated with Position)

- The possibility of an individual becoming violent or aggressive.
- Participation in certain activities could cause injury.
- The possibility of driving in snow, rain and/or fog while transporting the individual.