



Residential Direct Support Professional Job Description

MISSION STATEMENT: MYEP is a non-profit organization dedicated to providing advocacy and person-centered services which facilitate personal growth and community inclusion to people with disabilities.

POSITION: Residential Direct Support Professional

PROGRAM ASSIGNMENT: Residential

IMMEDIATE SUPERVISOR: Lead Direct Support Professional

MINIMUM QUALIFICATIONS: The ability to provide necessary supports to people with disabilities within the assigned program. Direct Support Professionals working in the Residential Program must be at least 18 years of age and have a high school diploma or GED.

OTHER QUALIFICATIONS: The ability to communicate clearly in oral and/or written form. For some assignments, a valid driver's license and a driving record that is acceptable from a risk management perspective, or the physical ability to assist in lifting clients may also be required.

POSITION SUMMARY: Provides direct support to clients in all aspects of their home lives. Provides personal assistance and supervision in areas including but not limited to: social/community involvement, health and safety, and financial matters. This position commonly works in an unsupervised, independent work setting where the ability to problem solve and make appropriate, on the spot decisions is essential.

PRIMARY RESPONSIBILITIES:

1. Maintains up to date knowledge of all service documents and plans as related to clients assigned to work with. Implements all services as outlines in these documents and plans.
2. Completes required training according to established agency timelines.
3. Establishes positive working relationships with individuals served, co-workers and external stakeholders.
4. Responsible for monitoring and reporting of the physical and mental health of clients including health changes and unusual occurrences.
5. Responsible for completion of all worksite specific expectations according to the training received and direction from supervisor.
6. Keeps supervisor informed of important incidents, plans and issues concerning clients.
7. Strictly adheres to confidentiality guidelines.
8. Responsible for completion of progress notes for each shift worked that meet agency standards.
9. Responsible for the completion of all required documentation according to agency standards and timelines. This documentation may include but may not be limited to: medication administration, financial matters, incident reports, important communications with stakeholders, scheduling matters, and checklists. Makes corrections to documentation as directed by supervisor.

10. Is able to problem solve in an independent work setting in a manner that appropriately utilizes knowledge of clients, agency training and practices. This includes: problem identification and definition; assigning appropriate priorities; identify possible solutions; implement or not implement a solution using good judgment; and, to use resources appropriately in solving the problem.

SECONDARY RESPONSIBILITIES:

1. Attends medical appointments with clients.
2. Provides transportation to clients, as needed.
3. May be required to assist with training other staff as directed by supervisor.
4. Performs all job responsibilities in a manner that embodies the Core Values of the agency.
5. Collaborates professionally with internal and external parties in the performance of all job-related activities.

POSITION AND ENVIRONMENTAL CONTEXT

A. The position requires the performance of tasks necessitating visual, manual, communicative, and analytic abilities within a team setting.

B. The position requires that the work be performed in the homes of clients. Therefore, the ability to independently travel extensively in the community and to access a variety of residences is required.

C. The position represents the organization in many different forums. Professionalism in dress and conduct as well as appropriate representation of the agency is expected.

The job duties and performance expectations for this position are based upon the Mission and the Core Values of the agency. The description, therefore, forms expectations of ethical, values-based behavior in the provision of services.

“I understand and agree to the requirements outlined in this job description.”

Employee Signature

Printed Name

Date

MYEP Representative Signature

Printed Name

Updated:01/12