

Job Description

Job Title: DSP

Reports to:

Job Summary

The position provides work in a lively environment supporting adults with I/DD. DSPs must be energetic, adapt easily to changing daily schedules, work well in a team and demonstrate creative problem solving skills.

Job Responsibilities

1. Provides day-to-day organization and implementation of activities that promote an organized and positive environment. Ensures as the primary professional working with individuals, an environment that is person centered, organized, non-reactive, reflects person-first interactions and promotes independence and individual rights.
2. Is able to independently make decisions in regards to best practices, quality assurance, risk management and problem solving. This includes timely response to and documentation and reporting of injuries and special incidents.
3. In partnership with supervisor, has working knowledge of related regulatory expectations found in: (Title 22, Title 17, HCBS Federal Final Rule...). This includes promoting rights, reporting serious incidents and general compliance with all regulations, agency Policies/Procedures, including personnel policies.
4. Is able to model and coordinate person-centered, least restrictive and community-integrated philosophies and supports.
5. Participates in an active circle of support, including the individual, authorized representative, family members, and staff that work closest with the individual. This participation promote collaboration, ongoing communication and advocacy as needed to develop independence and services in the least restrictive environment.
6. Completion of required documentation including progress of measurable goals and methods to achieve goals, completion of quarterly reviews as assigned, required daily/weekly/monthly progress notes and other accurate support records.

7. Carries out duties as assigned to ensure the environment is clean, safe, and maintained in good condition. Reports maintenance needs in a timely manner.
8. Participates in an environment that promotes health and safety through medication administration assistance, Medication administration audits, attendance of needed medical appointments, lab work, and well visits as assigned by Manager; assisting with, attending medical supports; documentation of changes in medical condition and needed supports; and communication supervisors regarding any medical needs or services rendered.
9. Demonstrates a working knowledge of, complies with and models with agency policy to *Prevent Abuse, Neglect, and Exploitation*. Complies with agency's *Code of Ethics*. This includes reporting any known, suspected, or witnessed abuse to a supervisor immediately and as a Mandated Reporter.
10. Demonstrates the ability to coach, teach and mentor individuals in all aspects of environmental management and personal independence. This includes actively teaching and promoting individual rights and self-advocacy.
11. Attend scheduled training/in-services to ensure consistent and pertinent communication regarding services and supports provided.
12. Responsible for maintaining work schedule, including arrival to work on time, notification to supervisor of absences at least two hours ahead of scheduled work shift. Consistent attendance is required. Documents time worked accurately.
13. Acknowledges and commits to providing supervision as identified in individual IPP/ISP/PCPs. This includes recognition leaving individuals without supervision (as defined within each plan) rises to the definition of neglect.
14. Recognition this position requires coordination of coverage with supervisor encases of emergency, natural disasters, staff shortages, or other circumstances in which leaving the location is not possible.
15. Carries out responsibilities and duties in a manner that is professional, timely, effective and efficient, including other duties as assigned.
16. Commitment to honoring the agency's Mission Statement and philosophy (place mission statement/philosophy here).

Job Requirements

Put pertinent licensing requirements here. Must have the ability to demonstrate emotional maturity and patience necessary to understand and accept the social, psychological and emotional needs of individuals with developmental disabilities. Must be able to demonstrate the ability to nurture self-sufficiency and quality of life. DSPs must possess adequate oral and written communication skills, computer skills, be 18 years of age or older, and possess a good driving record with a valid driver's license. The DSP must have the ability to represent this agency in a positive manner.