**Direct Support Professional (DSP) Job Description**

# **Position Summary:** Provide support services to maximize the potential of persons with disabilities

**Basic Job Requirements:**

Education/Experience:

* High School diploma or equivalent (or must be 18 and working towards a high school diploma or equivalent.)
* Ability to work effectively with persons who are developmentally disabled and perform job responsibilities
* Valid MT driver's li cense (or ND if legal resident of ND)

Knowledge. Skills. Abilities and Other:

* Possess excellent oral communication skills, listening skills and telephone etiquette.
* Ability to interpret and follow written and oral instructions.
* Ability to operate designated computer software and other equipment as needed to complete tasks.
* Ability to work under pressure with time constraints.
* Ability to respond to common inquiries or complaints from customers, regulatory agencies, ROI staff, etc.
* Ability to work independently with minimal supervision.
* Ability to concentrate and multitask.
* Ability to establish and maintain an effective working relationship with and present information to coworkers, other staff, supervisors, personnel of DPHHS/ DDP, other service agencies, and the public.
* Adhere to the strict level of confidentiality set forth by state and federal regulations and ROI policies.
* Communicate with coworkers, supervisors, and other ROI staff.

Responsibilities:

* Provide supervision for medical, nutritional, safety and skill development of all persons in residential services.
* Interact with each person in service in a constructive manner by being an Emotionally Responsible Caregiver.
* Follow PSP and complete documentation for PSP, daily T-logs, and other person-centered information.
* Provide guidance and assistance to persons supported as specified during shift .
* Maintain a clean, safe and sanitary environment for and with persons supported.
* Ensure meals are nutritional and follows dietary needs of persons supported.
* Provide assistance with budgeting and spending money.
* Provide appropriate community/ recreational outings and leisure/social time and document accordingly.
* Transport persons supported to and from work, appointments and outings in a safe and prudent manner.
* Complete maintenance forms, incident reports and evacuation drills within recommended time frames.
* Adhere to ROl's Employee Handbook and Developmental Disability Program Policies.
* Communicate constructively with supervisors, co-workers, family members, and persons in service.
* Interact with other co-workers in a constructive manner, be a team player.
* Work productively with self-direction and be able to problem solve. Accept responsibility.
* Arrive to work on time; and not miss work excessively due to illness and is timely in keeping appointments on behalf of the people supported.
* Attend and participate in staff meetings and other training opportunities as required.
* Perform additional duties as requested by the supervisor, and executive director or PSP team.

**Direct Support Professional (DSP) Job Description, cont.**

Physical and Environmental Demands:

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* **Pushing/Pulling:** Less than 10 pounds exertional force on occasional to frequent basis during an 8-14 hour shift while opening closing drawers, cupboards, and filing cabinet.
* **Lifting/Carrying:** Occasional to frequent lifting and carrying of 10 pounds or less from floor to waist-level and from waist to above shoulder level and usually involves putting away groceries and supplies and emptying garbage. The worker will occasionally lift/carry up to 20 pounds at waist level while transporting supplies from the van to the residence; the average maximum distance is approximately 50-75 feet. Worker is required to be able to lift/carry up to 50% of an average individual's body weight on a frequent basis.
* **Twisting/Turning:** Of the torso on an occasional basis while performing recreational and cleaning activities, driving, or while assisting individuals on a rare basis.
* **Bending/Stooping:** At the waist; same as Twisting/Turning
* **Gripping/Grasping/Fingering/Feeling:** These activities are conducted on a frequent to constant basis.
  + Gripping/Grasping is required to manipulate cooking utensils, pots and pans, garbage cans or sacks, and groceries, or using technique on a rare basis.
  + Fingering/feeling activities are performed when recordkeeping (pen and paper), keyboarding and handling cooking utensils.
* **Vision/Hearing:** Adequate vision is required to properly supervise individuals , to observe individual's physical, emotional, and behavioral stat es, to transport individuals to and from work/activities and to ensure a safe environment. Hearing is necessary to communicate with individuals in the home and other settings.
* **Environmental Conditions:** This position requires that the employee work with and around others or to be able to work alone. The work is performed both inside and outside, and the percentages of such may vary, depending on the season and the nature of the Activities planned. There is occasional exposure to weather-related heat and cold. Expo sure to aggressive or potentially aggressive individual s.