

**I have been provided with a copy of this job description. I agree to read it carefully. I understand I am responsible for the Responsibilities and Essential Job Duties listed in this description, and that it is my responsibility to ask my supervisor for clarification regarding any responsibilities I may not understand.**

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**Print Name/Sign Name**

\_\_\_\_\_

**Date**

### **JOB DESCRIPTION – DIRECT SUPPORT STAFF**

**JOB TITLE:** Direct Support Staff

**RESPONSIBLE TO:** Site Coordinator

**SUPERVISORY  
RESPONSIBILITIES:** None

**CLASSIFICATION:** Non-exempt

**QUALIFICATIONS:** Associates degree in human services or two years related experience (Equivalency may be established through a combination of work experience and training).  
Ability to speak, read and write in English  
Demonstrated written and verbal communication skills  
Proven organizational skills, prioritizing tasks and time management skills.  
Ability to complete basic arithmetic computations and record expenditures  
Ability to follow oral and written instructions  
Knowledge of community resources  
Ability to work flexible hours, including evenings, weekends, overnights, and holidays  
Valid driver's license, reliable vehicle and current auto insurance

<b>Responsibility:</b> Demonstrates integrity as a human service professional.
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<b>Essential Job Duties</b>
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Attends regularly. Dependable coming to work as scheduled. Reports absences promptly.
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Proactively manage an effective work schedule, making necessary scheduling accommodations to meet unannounced requests and changes.
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Attend and participate in required meetings (i.e. all-agency meetings, CSS meetings, program meetings, etc.)
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Successfully complete all in-service training required for the position within timelines and participate in all other training, as assigned.
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Follow agency policy including but not limited to confidentiality, dress code, and hygiene.
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Complete any other related tasks and responsibilities as assigned and required.
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<b>Responsibility:</b> To be knowledgeable of individual preferences and life plan.
<b>Essential Job Duties:</b>
Respect the rights of the individuals.
Seek out and use individual's preferences and choices in planning, developing, and implementing activities.

<b>Responsibility:</b> To provide supervision, support and/or training to individuals in each skill area as indicated within Individual Program Plans and in general activities.
<b>Essential Job Duties:</b>
Implement and/or coordinate activities in each skill area within the residential and community settings. These include but are not limited to:
Self advocacy and self-determination
Safety at home and in the community
Maintenance and improvement of health related issues
Mental health support
Behavioral support
Leisure, recreation and community skills
Personal hygiene and self care, including appropriate dress
Meal planning and preparation
General housekeeping
Money management
Provide information in the area of decision-making/informed consent/lifestyle choices.
Prepare for and attend scheduled individual planning meetings as appropriate, and participate in the decision making process to advocate for services that meet consumer's needs and preferences.
Access medical support as needed—including scheduling; transporting individual if necessary; attending the appointment; accurately sharing information with appropriate personnel; and obtaining medication.
Support prescribed medical/medication regime.
Coordinate and/or provide transportation, as needed, for individuals to and from activities within the community.

<b>Responsibility:</b> To assure all individuals are provided a safe living environment.
<b>Essential Job Duties:</b>
Maintain a safe environment by practicing safe work habits and adhering to agency safety policies.
Complete necessary cleaning duties.
Maintain a safe, orderly and clean staff living area.
Comply with all agency and regulatory standards.

<b>Responsibility:</b> Maintain documentation for individuals' records.
<b>Essential Job Duties:</b>

Document and maintain information, including, but not limited to
Individual progress (POP) information
Progress notes
Incident reports
Health and medical issues
Money and financial records and reports,
Conduct assessment activities as directed.

<b>Responsibility:</b> To foster and maintain positive customer service and relations.
<b>Essential Job Duties:</b>
Respect the individual's right to confidentiality by sharing information only with written consent of the consumer or guardian.
Respect individual's rights while communicating with families, guardians and interdisciplinary team members.
Advocate for individuals in the community and workplace by maintaining both oral and written communication.
Provide on-going communication with families, guardians and interdisciplinary team members.
Notify day support staff, physician and parent(s) or guardian (as appropriate) regarding an individual's illness or accident. Assure the provision of medical care or other treatment.

<b>Responsibility:</b> To work as a team member, providing support and assistance to other staff members within the program and agency.
<b>Essential Job Duties</b>
Accepts supervisory guidance and counsel. Follows through with specific responsibilities as directed.
Ability to work effectively and cooperatively with coworkers.
Attend training and conferences as deemed appropriate for improvement of job performance.
Provide assistance to other staff members to address issues within programs and the agency.

<b>Responsibility:</b> To provide exemplary services by actively supporting quality improvement initiatives.
<b>Essential Job Duties</b>
Is self-directed and willing to seek, act on, and evaluate new ideas and solutions.
Expands knowledge of departmental/agency operations.
Supports efforts of the agency in conducting program evaluations.
Performs work assignments in a thorough, accurate, and orderly manner.
Supports accreditation and regulatory standards.
Is ethical in individual and business practices, following established agency code of ethics and confidentiality.
Participates in opportunities that enhance personal and professional growth.

<b>Responsibility:</b> Manage talents and resources in a trustworthy and responsible way.
<b>Essential Job Duties</b>
Works to accomplish desired outcomes while using supplies, equipment, energy and other resources responsibly and conservatively.
Gathers, analyzes, interprets, and acts on all required data effectively and efficiently, and within established timelines.

### **Physical Demands**

The work requires physical exertion and moving about including bending, crouching, stooping, stretching, kneeling, and reaching or similar activities. Lifting objects required, typically weight does not exceed 40 lbs. (occasional lifting up to 60 lbs.). Snow shoveling required. Occasional lifting or transferring persons is required. Physically restraining individuals, using appropriate Mandt techniques required occasionally.

### **Mental/Visual Demands**

Frequent mental and visual attention is required in working with individuals. Work is occasionally repetitive and requires alertness and concentration. Listening and communication may require more intense concentration. Mental demands most significant in dealing with small groups and individuals in living arrangements and negotiating skills among individuals.

### **Working Environment**

Fairly good working conditions exist. However, there may be occasional exposure to disagreeable elements. Employee may occasionally work outside or alone.

### **Unavoidable Hazards/Risk**

The work involves moderate risk requiring special safety precautions (exposure to blood or bodily fluids, aggressive behaviors, etc. Employees may be required to use protective clothing or gear such as masks, gloves, shields. The magnitude of bodily injury resulting from work hazards is moderate (may require medical attention).

*This job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.*

*All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.*

*Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or individuals served.*

*This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.*

*Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.*