

ANNE GRADY SERVICES

JOB CLASSIFICATION: Direct Support Professional

DEPARTMENT: Direct Support Services

TITLE OF POSITION: DSP

IMMEDIATE SUPERVISOR: As Assigned

NORMAL WORKING

HOURS AND SCHEDULE: As Assigned (First shift hours fall between 6:00 a.m. – 2:30 p.m.; Second shift hours fall between 2:30 p.m. - 11:00 p.m.; Third shift hours fall between 10:30 p.m. - 7:00 a.m.; Every other weekend and every other holiday required)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) High school graduate or GED required; 2) Ability to understand, read, write and speak English; 3) Previous experience in human services desired; 4) Ability to work with individuals with Mental Retardation and Developmental Disabilities; 5) Ability to work cooperatively with staff of all disciplines and to adapt quickly to all unexpected changes in routine; 6) Acceptable driving record may be required; 7) Successful completion of CPR/First Aid, and Positive Behavior Support training required; 8) Ability to push, pull, bend, sit, stand, and stoop for extended periods of time; 9) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals; 10) Ability to lift 50 pounds; 11) Ability to handle various assignments; 12) Respite staff must have a current Ohio Driver License and proof of insurance.

POSITION RESPONSIBILITIES

1. Carries out Individual Habilitation Programs (IHPs) for assigned individuals, which include exercise, communication, socialization, leisure and home maintenance skills. Follows home schedules, and promotes and provides active treatment; implements and reports to supervisor or nursing staff all changes in physical condition, changes and/or problems in training programs and other areas of concern regarding the individuals' welfare.
2. Responsible for the personal care and grooming of assigned individuals, including special care as directed. Personal care and grooming includes bathing, toileting, tooth brushing, shaving, feeding and changing adult Attends no less than every two hours. Documents in the individuals' chart as required by each program.
3. Attends IHP meetings for individuals as needed, participates in all in-service trainings and attends mandatory monthly home meetings.
4. Reports daily events, both written and verbally, and transfers responsibilities for caseload as needed to the oncoming shift; communicates with families and visitors in a professional manner.
5. Accompanies individuals to pool and participates in swimming activities.
6. Assists with purchases for/or the purchasing process for individuals.

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7. Promotes active treatment and implements programs developed by the team while in the community. Documents service delivery and individual participation in events as needed.
8. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.
9. Exemplifies Corporation philosophy and follows all policies and procedures.
10. May be required to drive personal vehicle if insurance, driving record, and standards established by AGC are met. May be required to run errands for assigned facilities.
11. Performs routine cleaning tasks on the home, as assigned, for the purpose of infection control, safety, and overall appearance of the home or workroom and reports problems/needs to appropriate personnel.
12. May be required to drive AGC vehicles. Duties and responsibilities include, but are not limited to the following:
 - a. Transports individuals on recreational outings, medical appointments, to and from work, or school, and other destinations as required.
 - b. Operates lifts, ensures that all individuals are properly seated and strapped in seat belts, ensures that all wheelchairs are properly positioned and tied down and attends to the needs of individuals during transport. Ensures the safety of individuals being transported.
 - c. Completes documentation of records required by the AGC for individuals and vehicles following established policies and procedures.
13. Respite assignments may require experience working with individuals with challenging behaviors, child and infant CPR, Adult Support Training, Positive Behavior Support training, and other Respite training as required. Works as a member of a team and must be able to flex hours. A clean driving record, proof of insurance and center-provided driver training are required for respite staff
14. Performs related responsibilities, activities, and duties as required.

List of positions directly supervised.
If more than eight, list totals only.

Signature of Employee

Date

Form Pr-105

Revised: 10/16/06

Revised: 03/03/08

Revised: 09/15/09

Revised: 3/10/11

Signature of Department Director