

Child Development Center, Inc. Position Description

POSITION: Direct Support Professional (DSP)

DEPARTMENT: Family Education and Support Services

ACCOUNTABLE TO: Family Support Specialist Assigned to Individual

SUMMARY OF WORK: Works on scheduled basis as the teacher and support person assigned to individual. Is the primary person responsible for scheduled activities and care of individual. Is a member of the IFSP team and responsible for all IFSP goals identified in the IFSP plan. Maintains records, coordinates with other professionals, completes required training, utilizes wrap funds as designated, adheres to CDC's mission and philosophy, follows all CDC policies and procedures and all administrative rules governing community-based services for individuals with developmental disabilities in the state of Montana. Maintains rapport and communication with individual and his/her family.

JOB CHARACTERISTICS:

Nature of Work: This position performs technical duties requiring responsiveness and sensitivity to family needs. Requires organization, planning, consistency, a high attendance rate, and documenting skills. Work often occurs in community or family home. Position may require providing transportation and sometimes in adverse conditions. May be subject to contagious diseases. Must be able to deal with crisis situations. Position often works outside normal hours to meet the needs of the individual and his/her family. Must maintain confidentiality.

Personal Contacts: Scheduled contact with individual and his/her family. Contact with a variety of community people - coordination of duties with family and CDC agency personnel.

Supervision Received: Supervision received on an ongoing basis by assigned Family Support Specialist and Program Director, as needed.

Essential Functions: Position requires ability to communicate orally and in writing; record data, maintain a safe environment, handle money, drive, implement training programs, and lift heavy objects.

Skills: This position requires skills in collecting data, teaching skill acquisition, and the use of behavior modification techniques.

Abilities: This position requires the ability to travel; make good immediate judgement decisions; analyze problems; evaluate strategies; provide emotional support; accurately document activities; exhibit professional appearance and manner; prepare timely and complete reports; adhere to standards of confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with the individual, the individual's family, supervisors, and the public.

EDUCATION AND EXPERIENCE: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a high school degree. At least one year of direct care support of individuals with developmental disabilities is preferred.

Must possess a valid driver's license and have reliable, safe, insured transportation. Must be 18 years or older to transport.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- # Participates in the Individualized Family Service Planning (IFSP) process.
- # Instructs and assists individual in education, recreation, and vocational activities as detailed in the Individualized Family Service Plan.
- # Provides care and stimulation to individual.
- # Documents activities performed on a scheduled basis to collect data relating to IFSP goals.
- # Uses appropriate health and safety precautions and monitors all settings for health and safety issues making immediate recommendations for corrections as necessary.
- # Immediately reports any problems which arise concerning individual's health, such as seizures, accidents, injuries, etc.
- # Utilizes and documents the use of support funds as directed in the IFSP.
- # Accounts for the use of support funds as required by the Business Office.
- # Develops and maintains clear, concise, and proactive communication with individual's family and the assigned FSS.
- # Adheres to all CDC policies and procedures.
- # Conduct work time and behavior in accordance to the philosophy of care and respect for individual and his/her family as focused in CDC's mission and philosophy.
- # Maintains data and paperwork as requested by CDC and parent in accordance to designated timelines.
- # Documents habilitation activities in order to document progress of goals and objectives specified in the IFSP.
- # Documents all medical and behavioral incidents according to policy and routes the reporting form to both the FSS and the parents at the end of the shift in which the incidents occur.
- # Completes and submits time sheets, mileage forms, sick and vacation requests at appropriate times and as stipulated in the policy manual.
- # Develop and maintain professional relationships with CDC staff and individual's community contacts.

JOB REQUIREMENTS:

Knowledge: This position requires a familiarity with developmental disabilities and other handicapping conditions; development and quality of life issues; understanding of current philosophy and methods including - family-focused, developmental, functional, normalization, least restrictive alternative, integration, main streaming, and positive practices in promoting behavior change; working knowledge of community agencies and resources for families.

JOB PERFORMANCE STANDARDS: Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- # Performs assigned duties
- # Capably implements programs listed in the IFSP.
- # Provides home-based intervention, education, and support services
- # Documents spending and appropriate use of support funds.
- # Work practices in accordance with the agency mission and philosophy
- # Demonstrates good judgment
- # Is able to travel to individual's home and transport him/her around the community
- # Has physical stamina to perform duties
- # Is able to work outside normal hours
- # Adheres to standards of confidentiality.
- # Demonstrates ability to respond to crisis situation and/or difficult behavioral incidents.
- # Maintains accurate and timely records.
- # Prepares and submits accurate and timely reports.
- # Exhibits professional appearance, manner, and communication style.
- # Demonstrates punctuality.
- # Establishes and maintains effective working relationships with individual, his/her family, supervisors, and the public.