



Position Description

JOB TITLE:	Direct Service Professional
DEPARTMENT:	Community Engagement
REPORTS TO:	Community Director
EMPLOYMENT STATUS:	Full-Time, Part-Time, On-Call
FLSA STATUS:	Non-Exempt
PAY RANGE:	NEGOTIABLE

Summary of Responsibilities

The Direct Service Professional (DSP) works under immediate supervision, provides individually tailored services and activities within the Home to Community Living (HCL) agency and community; ensures services are delivered as designed to assist in acquiring, retaining, and improving the clients self-help, socialization, and adaptive skills and activities that relate directly to active treatment, goals, and objectives; reports incidents to appropriate contact(s); completes communication logs that occur during the work time frame as linked to the person centered plan objectives; provides other documents as required; and maintains compliance with required personnel documents. Direct Service Professional serves more than one client weekly.

Responsibilities and Duties

Facilities Responsibilities

1. Completing housekeeping tasks such as vacuuming, laundry, washing dishes and tidying
2. Shopping for groceries and preparing meals that meet specific client dietary needs
3. Perform weekly inspections, ensuring clients room are free from contraband.
4. Conduct facilities inspections, submitting maintenance requests as needed.

Client Assistance

1. Assists Clients in basic living skills and daily personal tasks. These include but are not limited to; showers, dressing, housekeeping, grocery shopping, preparing, and planning meals and financial budgeting.
2. Organizing with transportation arrangements to appointments.
3. Organizes and carries out recreational activities for the clients.
4. Encouraging client engagement in social networks and communities.

5. Ensure health and safety for each client by following Home to Community Livings' established policies and procedures.
6. Administer and track prescribed medications to clients.
7. Provide feedback regarding the strengths, skills and performance needs of clients.
8. Provide supervision and guidance during skill-building activities.
9. Assist clients in maintaining clean and orderly home environments through prompting, demonstration, assistance, and redirection.
10. Provide client with direct 24-hour line of sight care.
11. Respect and promote client rights, promote wellness, and adhere to client-centered approach.
12. Other duties as assigned.

Documentation Duties

1. Submit clear and descriptive summaries that pertain to the client's goals and that document time, date, and provision of service.
2. Complete required reports for unexplained changes in client behavior, accidents, and emergencies.
3. Submit all paperwork according to schedule.
4. Complete daily communication logs, including progress notes and service information.
5. Complete daily medication logs.
6. Submit accurate timesheets on or before Monday of each week.

Transportation Duties

1. Provide transportation in the client's community allowing clients to accomplish objectives in their Plan of Care such as access to the community, social functions, shopping, and work as needed.
2. Demonstrate safety procedures at all times in vehicle by using seat belts, not using cell phone or engaging in any other prohibited conduct.
3. When necessary, supervise client training regarding proper use of public transportation. Assist in securing appropriate bus cards, schedules, etc. Continue to supervise clients' use of public transportation until the client can travel independently.

Qualifications and Requirements

In an effort to perform this job effectively, Direct Service Professional must be able to perform each important duty proficiently. The requirements listed below are representative of the minimum levels of knowledge, skill and/or abilities required. Specific requirements will be modified to accommodate clients' disability needs.

Education Requirements

1. High school diploma, GED or equivalent and have at least
2. One (1) year of verifiable experience working with individuals with developmental disabilities or behavioral health diagnoses.

Language Skills

1. Ability to read and comprehend simple instructions, short correspondence, and memos.
2. Ability to write simple routine and correspondence.
3. Ability to read and interpret job-related documents, procedure manuals, and Plan of Care.
4. Ability to effectively present information in one on one and small group situations to team members, clients, and other employees of the organization.

Reasoning Skills

1. Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands

The physical 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, peripheral vision, and the ability to adjust focus

Technology Requirements

Must have a Smart Phone or other electronic device with the capability to connect to the internet to communicate via email, complete documentations, progress notes and to send and receive text messages as required.

Certifications and Licenses

1. Arkansas Driver's License
2. Maintain a valid CPR/First Aid certification

Background and Drug Test

1. Obtain and maintain clearance through the Adult and Child Maltreatment Registry Checks
2. Obtain and maintain clearance through the Criminal Background Check
3. Must complete drug testing in accordance with Home to Community Livings' Policy and Procedures.

Continued Education and Training

1. Maintain 12 hours of training in "Best Practices" for working with individuals who are Developmentally Disabled.
2. Attend CPR/First Aid Training
3. Attend Annual and Biannual trainings to maintain current certifications as well as continued education and raising awareness on general as well as specific information on people with disabilities. Overall, Direct Care Staff ensures their client’s health and safety while exercising their discretion and independent judgement, thus having the authority to make independent choices and are free to exercise their immediate direction without supervision, that is outside of the PASSE/Medicaid standards. All Direct Care Staff perform similar, yet unique work as it relates to their client’s needs, individualized goals, and objectives, that are in line with their IHP while exercising their discretion and independent judgement.

Scheduling

Hours for this position may vary from full-time to part-time as well as mornings, evenings, overnights, and weekends.

Home to Community Living is an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate in employment opportunities or practices on the basis of race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, genetic information or any other characteristic protected by law.

I have reviewed this job description and verify that my signature below indicates understanding of, and willingness to perform the duties listed as part of this employment.

Human Resources

Employee

Date

Date