

**POSITION TITLE:** Direct Service Professional (DSP) - Personal Assistant/ Supported Living Program/Choices Program

**JOB SUMMARY:** Under the direction of the Home Manager/Residential Coordinator, the Direct Service Professional is responsible for providing support to program participants with Activities of Daily Living (ADL's), community involvement and other activities per the written plans of care. This support will be provided while maintaining a safe, stimulating, stable and comfortable setting.

**CORE RESPONSIBILITIES:** Core Responsibilities are those duties and responsibilities that are fundamental and essential functions of the job.

**1. Implement Outcome and Action Steps per the Individual Support Plan (ISP)**

- Be knowledgeable and familiar with all plans of care in effect for persons supported. Plans of care include, but are not limited to, the Individual Support Plan (ISP) and Behavior Support Plan (BSP).
  - Appropriately encourage persons supported to complete tasks per action steps and/or outcomes in written plans.
  - Provide proper supervision to individual(s) supported per staffing plan.
  - Encourage individuals to exercise independence in accordance with written plans of care.
- Provide assistance with personal care and hygiene to persons while encouraging independence and self-care as appropriate. Assist with Activities of Daily Living (ADL's) such as toileting, bathing, ambulating, transfers, feeding, and dressing.
- Prepare and/or assist with preparation of meals for persons supported per dietary plans.

**2. Implement of the Care Plan (Choices)**

- Be knowledgeable and familiar with all plans of care in effect for persons supported. Plans of care include, but are not limited to, therapy and wound care.
- Appropriately encourage persons supported to complete tasks per action steps and/or outcomes in written plans.
- Provide proper supervision to individual(s) supported per staffing requirements.
- Encourage individuals to exercise independence in accordance with written plans of care.
- Provide assistance with personal care and hygiene to persons while encouraging independence and self-care as appropriate. Assist with Activities of Daily Living (ADL's) such as toileting, bathing, ambulating, transfers, feeding, and dressing.
- Prepare and/or assist with preparation of meals for persons supported per dietary plans.

**3. Health Oversight**

- Follow proper protocols and procedures for delegated tasks, medication administration and health oversight for persons supported.
- Ensure that medications are administered only by personnel with current medication administration certification.

- Properly document actual activities that occur during the process of medication administration. This includes, but is not limited to, type and dosage of medication(s) given, time(s) given, refusal to take medications, and issues that arise when administering medications.
- Properly document medication counts and report any variances per Easter Seals' policy and procedures.

#### **4. Follow Protection From Harm (PRH) policies and procedures**

- Report incidents and concerns regarding the person(s) supported and/or the operation of the home to the appropriate supervisor. Complete documentation regarding incidents or concerns and submit in the appropriate time frame per Easter Seals and DMRS requirements.
- Ensure that all required documentation is completed in a timely and thorough manner. Documentation should be clear, concise and easily read and understood by others. Submit documentation as required.

#### **5. Ensure rights, respect and dignity for all persons**

- Model and promote person centered practices and respectful interactions with all people.
- Promote a positive and professional environment.
- Treat persons supported, staff, customers and visitors with professionalism, courtesy, and respect.
- Interact with persons supported in a respectful, age-appropriate and culturally-appropriate manner. Respect the preferences and requests of persons supported based upon plan of care guidelines.

#### **6. Ensure safety of all persons**

- Assist persons supported in entering and exiting vehicles as needed. Transport individuals as required in a safe and secure manner. Adhere to all federal, state and local laws regarding the safe operation of a motor vehicle, including the use of adaptive devices/equipment as needed.
- Assisting with maintaining a safe, clean and functional home environment for the person(s) supported.
- Assist with or perform tasks such as sweeping, mopping, dusting, and laundry as required. (Household cleaning in the home which could include: Sweeping, Mopping, Scouring kitchen and bath, Vacuuming, laundry (washing, drying and folding), Cooking, Dusting, Stripping and making beds as well as any other associated household chores.)
  - Assist with yard clean up, vehicle clean up, and maintenance as necessary.
  - Conduct fire and safety drills as required.
  - Report maintenance issues. Take necessary steps to address and resolve maintenance issues as appropriate and/or directed.

#### **7. Community Connections**

- Assist persons supported to become connected to their communities per staff instructions.

#### **8. Personal Funds**

- Assist individuals in shopping for groceries and other items as needed while adhering to individual's budget.

- Perform other duties as assigned, including attending all training and educational activities as directed.

#### **9. Other duties**

- Comply with all Easter Seals Policies and Procedures, Tennessee Division of Mental Retardation Services (DMRS) standards and regulations and all other applicable licensure and certification rules, regulations and standards.
- Perform other duties as assigned.

#### **PHYSICAL REQUIREMENTS:**

- Ability to lift up to 50 pounds individually and 100 pounds with assistance.
- Walking, standing, bending, stooping, reaching, gripping, twisting and turning frequently.
- Sitting and kneeling occasionally.

**JOB CONTEXT:** The Direct Support Professional works predominantly in a climate-controlled home setting but may experience temperature variations/extremes when assisting with community outings. The DSP is usually responsible for an assigned home, but can be reassigned with or without notice to another shift/home based on agency needs. This position may be required to work a split shift of day and evening hours. In addition, occasional overtime and working scheduled holiday, nights, and weekends is required.

#### **JOB QUALIFICATIONS:**

##### **MINIMUM QUALIFICATIONS:**

- Must be at least 21 years of age.
- Valid Tennessee Driver's License with Clear Driving History.
- Communication and math skills sufficient to write reports and maintain records.
- Ability to successfully complete required trainings such as CPR, First Aid, Medication Administration, Relias, and any other organization or state required training.

##### **PREFERRED QUALIFICATIONS:**

- One or more years experience providing direct care in a Supported Living, Nursing Home or Assisted Living setting.
- Current CPR and/or First Aid Certification.
- Current Medication Administration Certification.