

# Open Door Center

## Job Description

Excellence in serving people by

· Respect dignity and rights · Provide opportunities for growth · Foster Independence

**Job Title:** Full Time Direct Support Professional  
**Department:** ISLA  
**Reports To:** ISLA Supervisors/ Program Director  
**FLSA Status:** Nonexempt  
**Shift:** Evening/Night/weekend

### SUMMARY

People with disabilities have goals and dreams just as we all do. To provide quality services, people need to have support to achieve personal outcomes in the following areas:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

#### **Protects consumer's rights.**

Supports people to understand and exercise their rights and minimizes any restrictions to rights. Examples of these rights: to move freely, manage money, send/receive mail, make/receive phone calls, visit, access personal possessions, and vote. Recognizes, protects, and honors all rights. Maintains confidentiality.

#### **Promotes dignity and respect.**

Recognizes each person as an individual. Helps promote a positive image of people served and the services and supports provided by Open Door Center. Provides privacy. Supports people to enhance their dignity and respect by how they look, how their homes look, and supporting positive social interactions. Supports meaningful work and activity choices.

#### **Promotes natural support networks.**

Supports people to keep in contact with and visit friends and family. Promote support networks to build new friendships and continue existing friendships. Supports people to access the community for work, shopping, social networking and recreation.

#### **Provides protection from abuse, neglect, mistreatment and exploitation.**

Participates in orientation and successfully complete training on the above. Ensures that the person is free from abuse, neglect, mistreatment and exploitation and reports any such instance according to agency policy. Protects possessions.

#### **Ensures the best possible health.**

Provides level of support needed to ensure that the person receives their medications and completes treatments. Becomes certified by passing test and practicum. Strictly follows agency procedures as written. Determines need for and secures services of agency nurse or physician. Assists with hygiene and grooming (bathing, shampooing, oral hygiene, skin and hair care, dressing, shaving, and toileting) as needed to maintain good health and appropriate social appearance. Models appropriate appearance and grooming. Assists with buying groceries, meal planning and preparation to ensure nutritious meals are provided. Assists with making meals as needed.

#### **Provides safe environments.**

Assists with maintenance of home inside and out (including cleaning and laundry) to the extent needed. Ensures safe environment and implements safety procedures. Leaves home in an orderly condition at the end of shift.

**Provides training which promotes independence.**

Knows and understands the goals the person has chosen for the Support Plan. Implements the action steps and follows methodologies as written and documents completion, including informal and service action plans. Also provides training on an informal basis. Serves as a positive role model. Provides supports only to the extent needed. Provides supports to make decisions as needed.

**Other Responsibilities**

Pass written tests on required training modules from Minot State University as scheduled. Write progress notes and other required documentation

**Work Habits.**

Serves as a positive role model for other team members, following the mission, values and policies of Open Door Center. Accepts responsibility to be at work as scheduled or fills shift when necessary. Accepts weekend and holiday hours if applicable. Recognizes the importance of information sharing and gathering at home, staff, Support Plan meetings, teamwork and initiative.

**SUPERVISORY RESPONSIBILITIES**

Directs Part-time Direct Support Professionals in the home. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include training employees; planning, assigning, and directing work; addressing complaints and resolving problems as appropriate.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

High school diploma or general education degree (GED).

Ability to read and comprehend objectives in a Support Plan.

Ability to record and document in writing programming and daily activities of consumers.

Ability to apply common sense understanding to carry out detailed written or oral instructions.

Ability to deal with situations which may arise with consumers or residence.

Current driver's license.

Ability to speak English.

Ability to calculate percent.

Ability to manage and reconcile a checkbook. Ability to calculate and implement a budget.

Regularly required to talk or hear and to use hands to finger, handle, or feel.

Regularly required to walk and stoop, kneel or crouch.

Frequently required to stand, sit, and reach with hands and arms.

Occasionally need to lift and/or move up to 50 pounds.

Close vision, distance vision, peripheral vision, and depth perception required.

I have read this position description and fully understand the requirements. I accept the position of Direct Support Professional and agree to follow the requirements listed previously and will perform all duties and responsibilities to the best of my ability.

I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs of Open Door Center.

I further understand that my employment is at-will and therefore understand that my employment may be terminated at-will by the Center or myself.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_