

Open Door Center

Job Description

Excellence in serving people by

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

Job Title: Direct Support Professional Part-time
Department: ICF Group Home
Reports To: Residential Coordinator
FLSA Status: Nonexempt
Shift: day/evening/weekend

SUMMARY

Assists each consumer to reach their personal goals by performing the following duties:

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

Protects consumer's rights.

Assists the person in maintaining privacy and safeguarding personal possessions, keeps confidentiality, offers choices, ensures the person is free from abuse, neglect, and exploitation and reports any such instance according to policy.

Assists with personal cares and personal appearance.

Assists with hygiene and grooming (bathing, shampooing, oral hygiene, skin and hair care, dressing, shaving, and toileting) to maintain good health and appropriate social appearance. Models appropriate appearance and grooming.

Provide training which promotes independence.

Implements the objectives of the person's Support Plan which provides opportunities to manage and control his/her own life. Follows methodologies as written and documents completion, including informal and service action plans. Provides training on an informal basis.

Enhance on-the-job training with training modules.

Pass written tests on assigned modules from Minot State University as scheduled. Salary is based on status of modules.

Monitors medical needs and assists with medication administration.

Ensures the person's health, which includes administering medications or assists with administration. Becomes certified by passing test and practicum. Strictly follows agency procedures as written.

Assists with meal preparation.

Sees that nutritious meals and snacks are provided and helps with making meals. Follows menu guidelines.

Assists with maintenance of home.

Helps with cleaning of home, cleaning up after meals, and leaves home in an orderly condition at the end of shift. Helps with laundry.

Promotes integration into the community.

Drives consumer for work, shopping, recreation, or to access the community and actively promotes leisure, social, and work opportunities in and with members of the community.

Documents activities of consumers.

Writes progress notes and other required documentation.

Counsels people in identifying and resolving problems.

Communicates with consumer about problems and needs and reports to program director/supervisor.

Work Habits.

Recognizes the importance of information sharing and gathering at home and staff meetings, teamwork, and initiative. Accepts responsibility to be at work as scheduled or fills shifts when necessary. Shares in holiday and weekend hours.

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.

- 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.
- 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.
- Frequently 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 Part Time 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