

PRECIOUS HANDS COMMUNITY HELPERS LLC

Job Title: Direct Support Professional

Work Schedule: Part Time/ Full Time

Education Level: High School Diploma

JOB DESCRIPTION

The Direct Support Professional (DSP) works directly with people with physical disabilities and/or intellectual disabilities with the aim of assisting the individual to become integrated into his/her community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Training

- Completes and Maintains all required State Mandated Trainings and CPR/First Aid course within 90 days of employment;

Dress Code

- Employees are expected to wear proper attire which is neat, clean, and professional in appearance;

Daily Programing

- Provides transportation to and from activities, doctor's appointments, etc;
- Encourages individuals to establish social networks and promotes involvement in community outings;
- Works all assigned schedules, including but not limited to: arriving and departing on time, requesting time off in advance, and notifying your supervisor of changes to your assigned work schedule;
- Treats individuals with respect;
- Ensures each individuals' rights are protected;

Activities of Daily Living

- Ensures individuals are dressed neatly and appropriately and are groomed at all times;
- Assists individuals to care for immediate personal needs such as toileting, washing their hands, and eating;
- Prepares nutritional meals based on individual needs and preferences;

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- Keeps residence and resident personal space clean, organized, and tidy and encourage them to participate in home upkeep as appropriate according to their individual plans;
- Teaches individuals daily skills such as household chores, laundry, cleaning, and washing dishes, as appropriate according to their individual plan;

Communication

- Observes individuals for evidence of injury or bruises and evaluates for changes in emotional and physical status;
- Reports any noted problems to the office immediately and completes a written incident report form;
- Acts as a representative for Precious Hands Community Helpers LLC in a professional manner when required, to families, service coordinators, State officials, community partners, local businesses, and employers;
- Maintains client confidentiality;

Documentation

- Documents all data, including descriptions of tasks performed with client and mileage logs for each shift;
- Clocks in and out using mobile app before and after every shift

Safety

- Assists individuals when entering and exiting vehicles while on community outings, as well as entering and exiting the building safely;
- Keep constant supervision on the client while out in the community;
- Supervises meal times based on individual needs, especially those identified as a risk for choking;
- Reports unsafe conditions and/or environment;
- Follows safety protocols to foster a safe working environment;
- Not allowed to take family/friends to client's home or to have family/friends in the car while driving a client.

All other duties as assigned.

JOB REQUIREMENTS

- Valid driver's license and clear driving record (applicable only for employees using their own car to transport clients)
- At least one year experience working with people with developmental disabilities.
- Ability to lift/push/pull 50lbs.
- Ability to work on holidays and during inclement weather.

This job description is subject to change.

Employee Name (Print): _____

Employee Signature: _____

Date: _____