
Direct Support Professional

Classification: Hourly, Non-Exempt
Reports to: House Manager or Residential Coordinator
Location: Hermiston/Milton-Freewater/Pendleton

Job Description

Objective

Provides support services to individuals with developmental disabilities living in residential facilities or participating in employment or activity programs, including: assisting in maintaining a clean, safe living environment, meal preparation, and supervising, training tasks, and assisting the individuals in various aspects of their lives.

Essential Responsibilities and Duties

Follows Medical Procedures

- Dispenses medication.
- Provides medical record documentation.
- Notifies appropriate persons when client is injured or needs medical attention.
- Makes medical appointments and follows physician's instructions.
- Orders prescriptions from pharmacy when necessary.

Follows Safety Procedures

- Follows evacuation plan, knows how alarm system functions and documents fire drills.
- Notifies appropriate persons of hazardous health and safety conditions.
- Adheres to blood borne pathogens and hazard communication procedures.
- Maintains and cleans adaptive equipment.
- Must have valid CPR/First Aid certification within 90 days of hire, maintains certification thereafter.

Follows Programmatic Procedures

- Reviews each client's service plan.
- Demonstrates working knowledge of Individual Support Plans (ISPs) and action plans.
- Documents training programs appropriately using task analysis.
- Documents participation and programming appropriately.
- Completes all planned activities on outcome reporting scheduled for each shift, or documents reason.
- Provides recreational opportunities for clients.
- Participates as a team member.

Follows Financial Procedures

- Follows financial procedures for client and household accounts.
- Follows procedure for clients' petty cash.
- Makes entries for checking and savings accounts, reconciles accounts.

Other Job Functions

- Reads communication log, checks message recorder and documents information appropriately.
- Assists clients in preparing meals, or prepares them when appropriate.

- Assists clients in maintaining personal hygiene.
- Keeps home or work/activity area neat and clean.
- Performs daily housekeeping tasks as assigned.
- Encourages client independence and participation.
- Assists clients in understanding rights and responsibilities and grievance procedure.
- Completes incident reports following appropriate procedures.
- Follows and documents intervention plans or procedures.
- Follows appropriate transfer techniques as trained when assisting clients using adaptive equipment (wheelchairs, walkers, etc.).
- Participates in scheduled staff meetings.
- Accepts supervision.
- Works independently without direct supervision.
- Follows through on assigned tasks.
- Cooperative regarding changes in schedule, location, or routine.
- Treats clients and co-workers with dignity and respect.
- Communicates appropriately with supervisor, co-workers, clients, family members, and the public.
- Responsible for clocking in/out as scheduled and that timecard is accurate for payroll processing. Communicates corrections and requests for leave time with supervisor according to policy and procedure.

Provides Mobility Services

- Trains individual mobility routes as assigned.
- Provides or assists with transportation to scheduled appointments or activities.
- Follows transportation safety guidelines when operating Horizon vehicle during work hours.
- Reports accidents and citations to appropriate person immediately, using applicable forms and procedures.

Follows Other Policies/Procedures

- Adheres to confidentiality standards.
- Adheres to mandatory abuse reporting guidelines.
- Adheres to call-in policy when the necessary.

Qualifications

- Must be at least 18 years of age.
- Must clear criminal background check and drug screening.
- Must have a valid driver's license and meet insurability requirements under Horizon's auto insurance.
- Must complete CPR & First Aid training within first 30 days of employment.
- Must be able to communicate verbally and in writing, clearly and effectively, in English

Work Schedule

The normal work schedule may vary due to work/activity programs of clients; exact schedules are assigned by your Manager. It is the policy of Horizon that all employees are present and on time for each shift that they are scheduled to work. Time off will be approved per Horizon policy.

Physical Demands

Physical demands include assisting in all aspects of activities of daily living for clients, transporting clients, and travelling from location to location as needs dictate. The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential functions of the position. 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 required to sit; stand; walk; use hands to handle documents and/or objects; reach with hands and arms; climb stairs; balance; stoop; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

Some lifting may be required during daily job functions or to assist in physical transfers – up to 50 pounds.

Other Requirements

All positions with Horizon Project, Inc. require that the employee have and maintain a valid driver license; be insurable by Horizon’s auto insurance carrier; and, meet and maintain driver eligibility standards as outlined in Horizon Project’s Employee Handbook.

Oregon Administrative Rule requires the completion of 12 hours of in-service training per year. In addition, employees are required to attend staff meeting and any other training as assigned. Each employee must have a valid CPR/First Aid certification within 90 days of hire. In addition, all employees must successfully complete Oregon Intervention System (OIS) Level G training.

Acknowledgement

Your employment is at-will. This means that you may resign your position at any time, for any reason. In turn, Horizon Project, Inc. may terminate your employment at any time for any lawful reason, with or without cause.

I understand that this document does not constitute a written contract for employment and that no one other than the CEO of Horizon Project, Inc. has the authority to enter into any such contract.

I have read and understand the above job description and agree to perform the job duties to the best of my ability.

Employee Signature: _____ Date: _____

Employee Name Printed: _____

I have reviewed the job description with this employee.

Supervisor Signature: _____ Date: _____

Supervisor Name Printed: _____