

# Direct Support Professional Job Description

**Title: DIRECT SUPPORT PROFESSIONAL**

**Reports To: PROGRAM MANAGER**

## **AROUND THE CLOCK SUPPORT SERVICES, LLC. MISSION STATEMENT**

Around the Clock Support Services, LLC. provides continuous care and services to adults with intellectual/developmental disabilities in a home environment designed to enhance an individual's quality of life.

Our mission is to develop cooperative relationships between the provider, the client, staff employees, guardians, and services coordinators to encourage and promote the client's independence, dignity, choice, and decision-making, that enables the client to function at the highest level of independence possible.

## **AROUND THE CLOCK SUPPORT SERVICES, LLC. RESIDENT CARE PHILOSOPHY**

Around the Clock Support Services, LLC. believes that a resident with special needs is a resident first and his or her challenges are secondary. With this mission and philosophy in mind, we strive to create an interactive, stimulating, and safe environment that addresses the emotional, physical, social, and mental needs of each individual resident.

## **I. THE DIRECT SUPPORT PROFESSIONAL IS RESPONSIBLE FOR THE DIRECT CARE OF RESIDENTS AT AROUND THE CLOCK SUPPORT SERVICES, LLC.**

### ***Resident Activities***

- Monitoring TV and radio use
- Planning and implementing age and developmentally appropriate activities throughout the year
- Adapting activities to meet each resident's ability level when necessary and possible
- Maintaining a stimulating environment
- Creating a fun, home-style atmosphere

### ***Administration and documentation of medications***

- Become familiar with all medication schedules/proper administration techniques and attend all required trainings
- Administer medications as they are assigned and document appropriately on MAR
- Continual verification of medications and dosages
- Awareness, coordination, and documentation of all med changes
- Track all medications as they come in and complete training updates on medication administration as needed

### ***Food Planning and Preparation***

- Review and adhere to requirements for balanced meals
- Cook a variety of foods, including fresh, canned, and frozen fruits and veggies
- Plan meals according to schedules and resident's dietary needs
- Make a list of grocery and household items needed (shopping)
- Properly storing, labeling, all left-over foods
- Creative integration of leftover foods into the next day's menu

**AROUND THE CLOCK SUPPORT SERVICES, LLC.**

- Awareness and use of food stored
- Sharing "what works" at mealtimes with other staff
- Follow menu guidelines prepared by cook

### ***Behavior Management and Support***

- Identify each resident's strengths & reinforce those characteristics/behaviors consistently throughout the day
- Review & implement each individual resident's Behavior Support Plan (if they have one) & follow OIS methods
- Identify specific behaviors and coordinate with parents, therapists and other staff for consistency
- Model appropriate behavior and language
- Remove yourself from potentially volatile or escalating situations and keep cool!

### ***Daily Review of Resident and Staff Schedules***

- Maintaining daily check-in and check-out of resident
- Adhere by Around the Clock Support Services, LLC. "Supervision Policy"
- Write up new information obtained from parents, therapists, etc.

### ***Charting and Maintenance of Resident's Records***

- Daily charting on each resident - share this responsibility
- Communicate and ask questions of management
- Write update notes and post on the bulletin board describing any new, exciting, or important information about a resident's behavior, accomplishments, needs, etc.
- Specific charting information should include times charted on, particular information concerning meals, toileting, seizures, etc.

## **II. THE AROUND THE CLOCK SUPPORT SERVICES, LLC. DIRECT SUPPORT PROFESSIONAL IS RESPONSIBLE FOR DAILY HOUSEHOLD MAINTENANCE TO ASSURE A CLEAN AND SAFE ENVIRONMENT**

### ***Household Duties***

- Sign up & assign chores at the beginning of each shift and complete before leaving at the end of shift
- Trash removal
- Disinfect garbage pail daily
- Disinfect kitchen, bathroom, sinks, and toilets daily
- Vacuuming
- Mopping kitchen and bathrooms daily
- Laundry
- Keeping kitchen sterile and clean
- Clean our refrigerator as needed and keep oven clean
- Cleaning up after mealtimes
- Changing bedding or assisting residents
- Dishes after every meal
- Office and home equipment inspection
- Participate in a clean-up day once a month
- Clean window sills
- Pick up before the end of your shift - put the house "in order"
- Any other household duties as needed

### III. OTHER DUTIES OF DIRECT SUPPORT PROFESSIONAL

#### ***Teamwork and Communication***

- Respect resident, staff, and parents by listening to ideas and feelings
- Be honest and straightforward
- Address issues and concerns between staff with sensitivity
- Treat others, as you would like to be treated
- Communicate necessary information to oncoming staff before leaving your shift
- When in conflict with another staff, go directly to that person instead of talking to other staff, parents, etc.
- Share resident-care and household duties and discuss how you will do this
- Ask question of parents, other staff, etc.
- Support other staff when in a challenging position with a resident or parent

#### ***Supervision, Support and Interaction***

- Maintain supervision requirements according to the Oregon Administrative Rules, Around the Clock Support Services, LLC. Agency Policies and Procedures, and Resident's Individual Support Plans
- Attend to resident “behavior support plans” as necessary

#### ***Community Awareness***

Represent Around the Clock Support Services, LLC. in a positive way

#### ***Physical Demands:***

May be required to lift up to 50 lbs. Requires basic office work, including sitting, walking, climbing stairs, kneeling, bending and operating office equipment that is hand operated. Driving required – must have valid driver’s license with no more than two moving violation; proof of automobile liability insurance when driving personal vehicle.

#### ***Work Environment:***

While doing this job the Direct Support Professional could be exposed to infectious waste, diseases, and body fluids, which can contain AIDS and Hepatitis viruses. Chemical exposure is limited to cleaners, disinfectants, and personal care items.

#### ***Confidentiality of Information***

Maintain confidentiality of Around the Clock Support Services, LLC. information regarding individuals including staff, residents, parents, and situations

#### ***Attend Staff Meetings***

Staff meetings are scheduled periodically and are a requirement. Please give schedule changes to the Program Manager. All other duties specified in the Around the Clock Support Services, LLC. policy manual.

### IV. TIME OFF AND VACATIONS

#### ***Policy***

- Around the Clock Support Services, LLC. is open 24 hours a day, 7 days per week
- Therefore, staff must be available to work during the busy holiday and summer seasons
- No more than two Direct Support Professional Staff can take any given day off without Program Manager Approval
- Staff may arrange to have another staff cover their scheduled shift
- Shift changes **must** be approved by management

***AROUND THE CLOCK SUPPORT SERVICES, LLC.***

***Vacations•***

- Staff who have been employed over a year and work full time may request one seven consecutive day vacation with approval and time accrued PTO of their Program Manager. You accrue 40 hours PTO per year for full time employment.
- Vacations during the summer must be spread out to ensure appropriate coverage; therefore, time-off dates may need to be negotiated
- Staff may request an occasional day-off, approval is based on staff's previous requests and the number of requests already granted for that time. If time off is not granted, staff can make arrangements to have another staff cover their scheduled shift
- Staff are encouraged to communicate with one another to negotiate days off, keeping the scheduling needs of residents in mind.

***Time-Off Approval***

- Requests must be submitted at least two weeks in advance
- Approval is based on the number of staff who have requested time off, the number of staff needed at Around the Clock Support Services, LLC. and prior requests for time off
- All requests are reviewed with keeping in mind the best interest of Around the Clock Support Services, LLC.-residents and there staffing needs
- Staff must not make travel arrangements until they have received confirmation that their request has been approved in writing from management.
- Staff may arrange to have another staff cover their scheduled shift. Shift changes must be approved by management.

**V. QUALIFICATIONS AND BACKGROUND/EXPERIENCE**

- Must be at least 18 years of age
- Current Oregon Driver's License
- First Aid and CPR certification
- DHS Fingerprint and Background Check compliance
- Able to read, write, understand, and communicate in English
- Computer literate (Word, Excel, Outlook, Internet)
- Can make a commitment to be meaningful to a resident's life
- Can participate in pre-service training about your new job
- Respect resident and families
- Can accept the temporary nature of 24-hour care, have flexibility and a sense of humor
- Can participate in training classes about your new job as a Direct Support Professional
- Can demonstrate that you are a creative problem solver and have good listening skills
- Must not have any founded allegations of abuse of a resident/child, etc.
- Effectively able to conduct & document fire drills quarterly per Oregon Administrative Rules (OAR)

**VI. THE DIRECT SUPPORT PROFESSIONAL WILL MAINTAIN THE "AROUND THE CLOCK SUPPORT SERVICES, LLC. PHILOSOPHY", CONSIDERING THE EXPECTATIONS OF THE AROUND THE CLOCK SUPPORT SERVICES, LLC. RESIDENT, PARENTS, GUARDIANS, AND STAFF**

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*This is a general Direct Support Professional job description. Around the Clock Support Services, LLC. reserves the right to change and/or update these descriptions within the employee training manual, with or without advanced notice, its discretion.*

*I have read and understand the essential requirements of this Job Description, and have addressed any concerns or questions with the Agency Director or the Executive Director. I understand that this Job Description may not cover all the duties and responsibilities I may be required to perform in my position. I also understand that this Job Description does not create an employment contract, implied or otherwise, and that Around the Clock Support Services, LLC. is an at will employer.*

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Employee (Print)

Date

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Employee (Signature)

Date

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Administrator (Signature)

Date