

JOB DESCRIPTION

Position: Direct Service Professional

Service: Supported Living Services provides support to adults with disabilities who wish to receive support to live successfully in our community in a home that is truly their own.

Purpose of position: The primary focus of Direct Service Professional is:

1. Providing support to individuals in their homes and in the community by providing supervision, training, companionship, behavioral support, and other duties as deemed necessary by the customer or the customer's circle of support.
2. Crisis Support
3. Ensuring the safety of customers
4. Excellent Customer Service

Qualifications / Education: The successful Direct Service Professional is reliable, energetic, flexible, capable of working both independently and as part of a team, and is a positive role model for Community Life Services. Qualifications include:

- A high school diploma or its equivalent.
- A minimum of one year of experience with adults who have developmental disabilities (or similar experience), is strongly preferred.
- The ability to maintain First Aid and CPR certification.
- A California driver's license, a good driving record, and a registered and insured vehicle.
- Department of Justice or criminal background check.
- Completes tuberculosis screening test (after hiring).

Requirements:

- Personal Assistance: Ability to assist the individual with activities of daily living including bathing, toileting, and other self-help skills.
- Lifting / Physical Demands: Ability to lift 50 or more pounds frequently. Challenging Behaviors: Ability and willingness to support individuals with challenging behavior.
- Ability to; read and interpret documents, write specific reports and correspondence, apply mathematical concepts to practical situations, solve complex problems, and to interpret written and verbal instructions is required.

Reports To: Support Coordinator

Status: Exempt, hourly position. Position may be full time or part time. If regularly scheduled for 30 or more hours each week, employee is full time and eligible for all applicable benefits.

Work Schedule: Hours dependent on customer's need. Staff must be available during business, evening, weekend, and holiday hours.

Duties / Responsibilities:

1. Ensures customer safety in the home and community.
2. †Assists customer in achieving personal, behavioral, educational, or vocational goals as identified in the Individual Service Plan and Day Program Plan.
3. †Assists with household duties such as cleaning, cooking, and household management (may include yard upkeep) to maintain household in accordance with the guidelines determined by the customer, and customer's circle of support. No significant amount of time should be designated to these tasks.
4. †Provides necessary support for customer to meet personal needs.
5. Provides skills training when applicable.
6. Maintains current First Aid and CPR certification.
7. Participates in all mandatory trainings.
8. Responds to crisis in accordance with policy and training.
9. Assists customer with any medical needs or appointments.
10. Provides supervision and support to customer in the home and community.
11. Communicates and coordinates services with management team.
12. Develops and maintains written documentation, as requested.
13. Complies with organization's goals, policies, and procedures.
14. Makes all decisions based on organizational beliefs.
15. Completes all other duties as assigned by supervisor.

These duties / responsibilities are considered to be "essential" to the position under the terms of the Americans with Disability Act; these designations may change at any time according to the needs of the program.

† When applicable, these duties fall within your contract with In Home Support Services (IHSS) and will be paid for by that agency.

The foregoing statements describe the general purposes and responsibilities assigned to this position and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

My signature below indicates that I have reviewed this job description, and have received a copy of it. I understand the duties as outlined and agree to carry out these responsibilities upon acceptance of this position.

Employee Signature

Date