



ARC Industries, Inc.

## JOB DESCRIPTION

<b>JOB TITLE: Direct Support Professional</b>	<b>FLSA CLASSIFICATION:</b>
<b>DEPARTMENT:</b>	<b>SUPERVISOR TITLE:</b>
<b>JOB GRADE:</b>	<b>DATE CREATED/REVISED:</b>

### MISSION STATEMENT:

#### Summary/Objective

Working as a Direct Support Professional, you will be able to assist in a day program, vocational habilitation and/or community living setting. DSP's are expected to demonstrate a desire to create lasting positive impacts on people's lives and enjoy coaching, mentoring, and encouraging others to celebrate their achieved outcomes.

Responsibilities will include assisting participants with educational, social and recreational resources; vocational training; transportation and/or in-home supports necessary to live, work and engage safely in the community.

#### Essential Functions/Job Duties

All positions will require the ability to work flexible hours including days, evenings, overnights and/or weekends as needed to complete duties.

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

- Deliver services which adhere to CMS, DODD, OOD and CARF rules and standards. Ensure compliance with federal, state and local rules and statutes.
- Maintain an environment free of health and safety hazards, which includes maintaining and complying with all Personal Protective Equipment, Health Screening and Infectious Disease Control policies as required.
- Uphold the rights, dignity and respect of all persons served as well as promote independence and self-advocacy skills. Teach new hard and soft skills in a variety of settings.
- Document services provided
- Provide assistance to each individual based on their Person Centered ISP:
- Provide input for participant ISP's.
- Participate in all required meetings and staff training.
- Perform other related duties as assigned.

Employees may be required to perform some or all of these job duties on a regular basis. These job duties are representative of those duties to be performed by employees on a regular basis, however, these duties may be modified on a daily, weekly or monthly basis depending on the needs of ARC Industries. Employees will be required to work within a variety of program service settings.

Duties may include, but are not limited to:

**Adult Day & Vocational Habilitation Services:**

- Assist participants to explore educational, social and recreational resources and vocational training opportunities in a variety of settings
- Engage persons served in structured and unstructured community activities and volunteer opportunities

**Environmental Services:**

- Perform cleaning contract duties

**Community Living Services:**

- Assist individual with personal care and activities of daily living
- Perform Delegated Nursing duties as directed/required
- Remind/assist individual with self-administration of medications (with proper training)
- Encourage self-help activities
- Perform home management functions such as light housekeeping, laundry, bed making, and cleaning
- Plan meals, shopping for groceries, preparing and serving food/meals, feeding and clean-up
- Accompany individual to scheduled appointments to ensure communication and understanding of each visit by individual and physician
- Manage individual funds based upon defined procedures

**Transportation:**

- Provide transportation services for individuals to access work, program services and the community
- Assist individuals on and off of the vehicles
- Complete daily pre and post trip vehicle inspections
- Perform cleaning and sanitizing duties for vehicles throughout the shift

**Education and Experience and Work Skills/Traits**

- One-year experience in related field is preferred, but not required
- Must have ability to communicate – both verbal and written
- Must demonstrate critical thinking and problem solving skills
- Must demonstrate the ability to work independently
- Must demonstrate training and organizational skills
- Must be reliable and have a positive attitude
- Must have the ability to represent individuals and agency in a professional manner
- Must have the ability to safely transport individuals in Employer provided and/or employee's own vehicle

## Eligibility Qualifications

### Requirements of Ohio Department of Developmental Disabilities:

- Must be 18 years of age or older
- Must have High School Diploma or equivalent

### Required Licensure and Certifications:

- Requires successful completion of a drug test and physical
- Must pass a BCII/FBI background check; Nurses Aid & Abuser Registry checks
- Must complete and maintain American Red Cross or equivalent first aid and cardiopulmonary resuscitation certification
- Must possess and maintain a valid State of Ohio Driver's License
- Meet and maintain the insurability standards of ARC and our insurance carrier to drive for company business
- Must complete eight hours of approved DODD training upon hire
- Must be able to obtain Delegated Nursing Certification upon hire and perform delegated nursing duties as directed

### Work Environment

This position operates in a variety of service settings to include Adult Day, Vocational Habilitation, Group Employment, Homemaker Personal Care and Transportation. This role routinely uses standard office equipment.

### Physical Demands

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of the job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, reach with hands and arms; climb stairs; talk and hear. Individual must be able to lift, bend, push and pull up to 50 pounds.

### Position Type/Expected Hours of Work

This is a full-time position. Individual must be able to work a flexible schedule including first shift, evenings, overnights and/or weekends.

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the essential functions, duties of the position and requirements.

Employee \_\_\_\_\_

Date: \_\_\_\_\_

### For Office Use Only:

Human Resources \_\_\_\_\_

Date: \_\_\_\_\_