

JOB DESCRIPTION
Direct Support Professional

Reports To: Manager & Lead Support Professional
Program Supervisor: Director of Business & Finance
Classification: Full Time / Hourly Non-Exempt

JOB SUMMARY / OBJECTIVE

The Direct Support Professional (DSP) assists the Manager and Lead Support Professional (LSP) in managing the program, including supporting clients to develop and maintain a high quality lifestyle. The DSP provides supervision and guidance ensures optimal health and safety. DSP'S assist clients to be as independent as possible, and maintain their environment as clean, safe, and hazard free. Tasks are accomplished through direct support and ensuring compliance with all COC policies & procedures and applicable State OAR's as well as the implementation of each resident's Individual Support Plan (ISP). This position may require overtime to address staffing needs.

ESSENTIAL JOB RESPONSIBILITIES

Responsibilities include working with the clients as well as assisting the Manager and Lead support professional, which may include, but are not limited to the following:

- Hands on involvement with resident's daily routine and needs
- Assistance for residents to perform their personal care, including hygiene, grooming, exercise, range of motion, bladder and bowel care
- Dispensing medications
- Maintain a clean and attractive home
- Work cooperatively and effectively with all staff
- Assist preparing nutritious meals according to dietary requirements
- Remain compliant with house etiquette and rules, medication dispensing and administering medically prescribed treatments following documentation requirements
- Review of pertinent medical history, Behavior Support Plans (BSP), protocols and individual profiles
- Perform all duties with Central Oregon Collective's mission, vision and core values in mind
- Interact respectfully with clients by encouraging support to make choices, develop independence, and to participate in all areas within the community, as well as working with clients 1:1
- Complete assessments for upcoming Individual Support Plans (ISP's) as assigned by the Team Leader or House Manager and know how to handle behaviors when they occur
- Completion of all daily documentation which includes MAR/TAR electronically in ALMSA and/or on paper. All Therap documentation including T-logs, GER's, data tracking, appointments, monthly weights and vitals, and reading scomm's.
- Work closely with Manager and co-workers to ensure daily schedules are being followed
- Provide transportation utilizing company vehicles and supervision to ensure residents consistently access and engage in preferred community activities

OTHER RESPONSIBILITIES INCLUDE (but not limited to)

- Turn monthly documentation in by the first of each month
- Know location of cleaning supplies and equipment, food supply, safety equipment, utility systems, and emergency preparedness
- Maintain awareness of all fire drill requirements and assist in maintaining records of program safety and maintenance
- Perform other tasks and assume additional responsibilities as assigned
- Attend and participate in a minimum of 4 hours of pre-service training and 12 hours of job-related in-service training annually thereafter
- Perform other tasks as assigned by all members of management
- Assist with completion of weekly van maintenance records and cleaning, inspect and ensure wheelchair tie downs are in proper working order for transportation, maintain accurate recording of van mileage

