

Apostolic Christian LifePoints

Job Description

Position:	Direct Support Person (DSP)
Facility:	CILA
Department:	Program
Reports to:	CILA Residential Services Director (CILA RSD)
Supervises:	None

Scope of Position: The primary purpose of your job position is to provide your assigned residents with routine daily active treatment in accordance with established policies, procedures and regulations as directed by your supervisors.

Qualifications:

1. Ability to read, write and speak the English language
2. Minimum of twenty-one (21) years of age and of good moral character
3. Minimum, high school graduate or equivalent
4. Must function independently, demonstrate personal integrity and have the ability to work effectively with residents, administrative personnel, consultants, vendors, and others

Core Expectations:

1. Meet agency expectations for attendance, dress code, working cooperatively with other employees
2. Follow safety requirements for agency and department
3. Respect rights and dignity of residents
4. Retrieve and record data in the electronic charting system
5. Provide resident care responsibly, accurately and respectfully
6. Complete training of residents as indicated in the resident ISP

Job Responsibilities:

1. Record all documentation using professional guidelines in an informative and descriptive manner
2. Report all changes in the resident's condition to the RSD and/or Group Home Nurse as soon as practical
3. Ensure that data reflects that the Individualized Services Plan (ISP) is being followed
4. Provide resident observations and assist in assessments as part of the Interdisciplinary Team/Community Support team (IDT/CST) upon request
5. Maintain certification and comply with Part 116 Administration of Medication In Community Settings Act
6. Assist, supervise, and provide training for residents during scheduled activities and habilitation programs as the ISP directs
7. Assist residents in grooming, preparing and attending appointments, activities, and social programs as necessary
8. Assure that the housekeeping responsibilities are completed in a timely fashion
9. Assist with meal time preparation, serving, eating, and social skills
10. Prepare and follow menus provided
11. Assist the resident in maintaining a balanced bank account
12. Change dressings, bandages, binders, and others as instructed

13. Provide eye and ear care as instructed
14. Measure and record temperatures, pulse and respirations (TPR's), and weights as instructed
15. Communicate and work as part of a team within the department assigned
16. Facilitate and model positive social interactions with community members, visitors and other staff

Other Responsibilities:

1. Focus on meeting customer needs (staff, residents, families)
2. Support the vision, mission and agency values in working with others which the agency has a relationship
3. Respect and follow all resident rights guidelines
4. Report any violations of resident rights to appropriate human rights staff
5. Maintain a positive, caring attitude throughout the workday
6. Use a team approach and help others
7. Display effective communication skills through proper interaction with residents, families and co-workers
8. Conduct yourself in a way that conveys an attitude of trust and dependability with co-workers
9. Report for work every scheduled day, on time and follow rules for the time clock
10. Respond to staffing needs of the department including calls for help when short staffed
11. Participate in department meetings and maintain appropriate number of in-service hours
12. Practice safe work habits and report all accidents/incidents to immediate supervisor as soon as they occur and complete required incident report
13. Maintain confidentiality of all resident information to assure resident rights are protected

Physical and Sensory Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Able to bend, stoop, and move intermittently throughout workday
2. Possess stamina to spend much of the workday standing or moving around
3. Possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately
4. Possess emotional stability to work respectfully and harmoniously with residents and other staff
5. Able to use a computer, phone, etc. as required
6. Able to lift, push, pull, and move a minimum of 50 pounds
7. Possess a valid Driver's License for the last three years and is in good standing with the Department of Motor Vehicles

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Job Description Review

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I have read or have had this job description read to me and I fully understand the job description, its requirements, and that I am expected to complete all duties as assigned. I understand that the job duties may be altered from these duties. I have noted below any accommodations that are required to enable me to perform these duties.

I understand that in this position I will be exposed to body fluids which may be infectious. I understand that the facility will make available to me, free of charge, the Hepatitis B vaccination. I also understand that the facility will follow any other laws regarding testing of residents if I am potentially exposed to blood.

I further understand that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination must be made in accordance with the Agency Personnel Policy.

Employee Name (print): _____

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____