

# CHOICES FOR PEOPLE CENTER

## JOB DESCRIPTION: DIRECT SUPPORT PROFESSIONAL

Job Title: Direct Support Professional (DSP)  
Department: Community Services/Day Services/Residential Services  
Reports to: Team Manager or Assistant Director as assigned (as appropriate)  
Prepared date: 12/16/2021, Edited 10/12/2022  
Starting Pay: Community Services and Day Services: \$15.00;  
Residential Services \$16.00 plus shift differential

### **SUMMARY:**

Responsible for providing direct services to individuals and coordinating needs for each individual on their caseload. Support and Advocate for all individuals served.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Establish a secure, positive environment that nurtures individuals' needs, self-expression, and goals.

Overseeing individuals and taking care of their needs and performing housekeeping duties.

Delivers individualized training and care for individuals in compliance with healthcare professionals' instructions and other specific guidelines.

Advance individuals' decision-making, productivity, and participation in a range of activities.

Promote independence in daily activities, such as work, learning, and leisure.

Facilitate individuals' inclusion in the community's experiences and activities.

Maintain a clean, tidy, and safe environment.

Assists with daily living errands as necessary.

Maintain knowledge of individuals' requirements.

Ensure knowledge base remains current with regulations and best practice trends for service delivery.

Communicate with all stakeholders on a routine basis to share program changes, stay abreast of concerns and evaluate service delivery

Maintain current, accurate, timely records for division.

Actively participate in compliance reviews and audits to include tax functions if applicable.

Uphold all policies and standards, ensuring legislative regulations are followed

Execute representational appearances in a professional manner

Operate facility's vehicles transporting individuals in compliance with policies and governmental statutes.

### **LPN-Level One Med Aide:**

Administer medication as prescribed.

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Provide medical care as outlined in ISP

#### **Food Service Staff:**

Performs cooking and/baking tasks in the preparation of meals for the center.

Performs all food preparation for meals and snacks for the center.

Orders food and supplies.

Picks up items for the kitchen.

Computes and maintains CACFP paperwork.

Checks recipes and estimates quantities.

Participates in the cleaning and storage of kitchen items.

Performs regular inventories of kitchen supplies.

#### **Lead Staff:**

Assist supervisor in oversight of the division and identifying any areas of risk.

Be in a mentoring role by showcasing quality care and ethics in daily work.

Constantly communicate with supervisors all important information pertaining to the division.

#### **Team Manager:**

Assist Director in Developing, implementing, and monitoring of day-to-day operational systems and processes that provide quality service delivery.

Build and maintain relationships with all division heads and stakeholders to make decisions regarding operational activity and strategic goals.

Plan, monitor, and analyze day-to-day performance of the operations to ensure efficient and timely completion of service delivery.

Supervise the work of subordinates- providing guidance and motivation to drive maximum performance.

Devise strategies to ensure growth of program, identifying and implementing process improvements that will ensure cost effective compliance with service delivery.

Work closely with Assistant Director to lead respective team with integrity and establish and maintain a trusting, inclusive, and productive positive work environment

#### **EDUCATION and/or EXPERIENCE:**

At minimum, 18 years of age.

LPN and Level 1 Med Aide certificate preferred.

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High School Diploma or equivalent

Possess or have the ability to obtain a Missouri Class "E" Driver License.

#### **LANGUAGE SKILLS:**

Good communication skills are required. Ability to read and interpret ISP and doctor's orders. Ability to handle private, sensitive, confidential information appropriately.

#### **TECHNICAL SKILLS:**

Computer, data entry and MS Office skills.

#### **PHYSICAL DEMANDS:**

Ability to move and stand for prolonged periods and frequently perform physically demanding tasks. Ability to push, pull, lift, and carry roughly 50 pounds. Ability to kneel, stand, sit, crawl, crouch, reach, or climb.

#### **BENEFITS:**

This is a benefit eligible position. All benefits become available after a 90-day probationary period. Refer to the Policy and Procedures for complete information.

#### **Comments:**

*It is the policy and intent of Choices for People Center, Inc. to comply with all federal and state laws concerning non-discrimination and equal employment opportunity, regardless of race, color, sex, religion, national origin, ancestry, sexual orientation, disability, political affiliation, or age, except where age is a bona fide occupational requirement or qualification; and to take affirmative action towards the goals and intentions of the applicable laws.*

*Furthermore, it is our policy and intent to practice non-discrimination in regard to the above factors on personal matters concerning employment, promotion, demotion, transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship (see P&P I-5).*