Policies and Procedures Manual: Section 600 - Job Description

Adopted Date: Item 608

Latest Revision: 10-2023

Latest Review: 10-2023 Part Time Direct Support Professional Page 1 of 3

General Statement of Responsibilities: Provide assistance to individuals with Intellectual and Developmental Disabilities in their home setting. Support the individual with daily living activities including housekeeping, shopping, home organization projects, banking, grocery shopping and community/leisure participation. Provide companionship to ensure the person is safe at home and in community settings, and adhere to the policies and guidelines set forth by the COC Board of Director and the public acts, rules and regulations under which the program operates.

Specific Duties: (Include but are not Limited to the Following):

- 1. Assist in the implementation and documentation of individual's Individual Plan of Service (IPOS).
- 2. Assists with instruction in the following life skill areas:
- a. Self-sufficiency e. Employment
- b. Nutrition f. Community resources c. Physical health care g. Emotional maturity d. Social development h. Communication
- 3. Assist in teaching skills needed, including appropriate interdependence.
- 4. Assist the IPOS -Team in evaluating the individual's progress to determine suitability for more appropriate living situations.
- 5. Transport residents to and from places of employment, activities and appointments.
- 6. Accompany person to programmatic and necessary personal activities and appointments, including shopping in the community.
- 7. Maintain records of behavioral status and functioning as needed/required.
- 8. Maintain records of accidents/incidents as needed/required.
- 9. Maintain records of other significant incidents/concerns related to the individual and their home.
- 10. As directed, purchase and maintain records of all supplies, materials and goods used and needed.
- 11. As directed, assist in the scheduling of appointments and necessary follow-through.
- 12. Assist in the development and implementation of the home's scheduled activities and assist individual as necessary in the utilization of leisure time.
- 13. Prepare and/or assist/supervise individual in the preparation of meals in accordance with menus and acceptable nutritional standards
- 14. Coordinate as directed and ensure that medical and dental needs of the residents are being met adequately and with dispatch and that documentation of same are complete and accurate, including the securing of prescriptions and other medical supplies.

Policies and Procedures Manual: Section 600 - Job Description

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Latest Review: 10-2023 Part Time Direct Support Professional Page 2 of 3

19. Administer and document the administration of medications in accordance with approved guidelines.

- 20. Participate regularly in staff meetings, IPOS and other assigned meetings including in-service training programs.
- 21. Work cooperatively with family/guardians, other agencies/service providers and appropriately address or channel concerns and/or problems.
- 23. Perform other assigned duties and work related to the field of service and to the maintenance of the program and home.

Qualifications:

Preference will be given to people with:

- a. High school diploma or its equivalent,
- b. Experience in residential services with people with developmental disabilities.
- c. Ability to maintain a flexile schedule
- d. Ability to relay a positive image to residents, parents, guardian and to the public
- e. Ability to work cooperatively
- f. Good physical health, including negative TB test.

Essential Job Requirements/Functions:

- a. Employees must be at least 18 years of age.
- b. Employees must be able to read and write proficiently.
- c. Valid Michigan driver's license, proof of good driving record and retain the ability to be insured through Community Opportunity Center's insurance carrier.
- d. Employees must be able to successfully complete all required MDCH/CMH training in the required time allotted (Part I-first 30 days, Parts II and III -within 180 days) or provide acceptable documentation of previously completed training or alternative training.
- e. Employees must be physically capable of pushing, transferring, and lifting persons who will require physical assistance..
- f. Employees must be able to reach and bend as they assist the residents with housekeeping activities or other related functions.
- g. Must be in such psychical and mental health so as not to negatively affect either the healths of the resident or the quality of his/her care.
- h. Employee must be capable of handling emergency situations.

Policies and Procedures	Manual:	Section 600 -	Job Description
Adopted Date:			Item 608
Latest Revision: 10-2023			
Latest Review: 10-2023	Part Time Di	rect Support Professional	Page 3 of 3
Supervised by:			
Administrator			
I received a copy of this job description	and it was reviewed w	vith me on:	
Name:		Date	

Date_____