

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
 - b. Nutrition
 - c. Physical health care
 - d. Social development
 - e. Employment
 - f. Community resources
 - g. Emotional maturity
 - 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

Adopted Date: Item 608

Latest Revision: 10-2023

Latest Review: 10-2023 Part Time Direct Support Professional

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Supervised by:

Administrator

I received a copy of this job description and it was reviewed with me on:

Name: _____ Date _____

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