



Job Description - Direct Support Professional (DSP)

CLASSIFICATION: Full-time or Part-time/Non-Exempt/Service

BASIC FUNCTION: To integrate CCRI's Guiding Principles, as a proactive team member, by providing professional, client-centered guidance and support to individuals who have developmental or learning disabilities, mental health conditions, medical care needs, and/or physical disabilities in their own homes. This position provides personal or medical care as needed, teaches and role models appropriate behaviors and provides behavior management assistance. Assist in developing and/or teaching daily living skills as written in an Individual Program Plan (IPP). Assist in reaching personal goals, learning new skills and community integration.

REPORTS TO: Program Coordinator(s), Residential Coordinator(s) and/or Director

QUALIFICATIONS: High school education or equivalent. Dependability and reliability required. Must have good communication skills as exhibited by being able to articulate thoughts clearly, being able to speak clearly, and showing a positive attitude. Must have good decision making skills. Must have the ability to work well with others, accurately complete written documentation in a timely manner, maintain confidentiality, and transfer clients (if required) using proper lifting techniques. Required to have dependable transportation, a current driver's license, car insurance and a clear driving record. Must pass a comprehensive criminal background check and be at least 18 years of age. Must pass the provided MN Medication Administration Course.

ESSENTIAL FUNCTIONS:

- Follow and implement developmental and behavioral programs as required.
- Plan, perform, or assist with care or activities with individuals according to their preference or needs, to include, but not limited to: household chores (cooking, cleaning, personal hygiene, laundry, dishes, vacuuming, fixing bed, household maintenance, etc.), community involvement, social, recreation and leisure skills, communication skills, personal safety skills, appropriate behavior.
- Provide input and feedback with regards to programs and care plans.
- Provide opportunities for new experiences in the community or home.
- Focus on the individual rather than the disability.
- Maintain professional boundaries between employees, families and clients.
- Serve as a mentor and coach to individuals. Provide guidance and direction while being a positive role model to the individual.
- Problem-solve issues regarding client situations, with or without assistance.
- Maintain confidentiality in all aspects of the job.
- Ensure the safety and well-being of the client at all times.
- Assist clients with self-advocacy skills and promote independence.
- Transport clients (adhering to all safety policies and laws) as needed to meet program objectives and client or family needs.
- Support new staff by providing on the job training.
- Exhibit flexibility to changing situations and be able to adapt as necessary to allow for unplanned events, re-prioritize work, as necessary.
- Participate in required meetings.
- Take direction and initiate actions that will allow for cross training at multiple sites if required.
- If applicable to client, apply therapeutic intervention techniques as needed to individuals with verbal or physical aggression

- If applicable to client, assist or perform personal cares (examples include bathing, showering, exercising, range of motion, feeding (oral or feeding tube), hair care (brushing, washing, styling, shaving) dental care (brushing, flossing, dentures, etc) or nail clipping, etc.)
- Medication management, if applicable to the client. Follow the six rights to ensure proper medication administration. Ensures medical appointments are attended, physician orders and medical protocols are followed.
- Display patience when working with those we serve, guardians, and co-workers.
- Accurately complete, maintain, and submit all documentation and written records as required by the department and/or Rule 10, Rule 40, Rule 42 and Rule 18, or other rules, regulations, and policies or procedures of the agency.
- Attend workshops and complete ongoing training, as required.
- Prioritize multiple tasks according to need and the ability to multi task under pressure.
- Look for ways to promote and improve the quality of CCRI services.
- Complete client progress notes/flow charts, task analysis/active treatment, according to the Individual Program Plan (IPP).
- Assist with updating training packets, site emergency numbers, possessions list, staff phone lists, client info sheets, etc. Complete Team Leader reports, attend quarterly team leader meetings. (SLS Team Leaders only)
- Coordinate accurate financial management of client funds. (SLS Dept.)
- Ensure routine and emergency medical services are provided (SLS Dept.)
- Assist clients in the development and implementation of Essential Lifestyle Plans. (SLS Dept.)
- Assist with coordination of Foster Care re-licensing. (SLS Dept.)
- Assist with ensuring van maintenance is being done regularly. (SLS Dept.)
- Compile and score data for assigned sites and complete required documentation for the RC by the required deadlines. (Options Lead DSP only)
- Positively support and promote CCRI's Health and Wellness program to clients.
- Adhere to CCRI's Guiding Principals of Person Centeredness, Teamwork and Professionalism by maintaining confidentiality, having a positive attitude, treating others with respect, being flexible, accepting responsibility and utilizing open and effective communication.
- Other duties as assigned.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to **continuously** use hands for simple and firm grasping and fine manipulation. Must **continuously** be able to manage and cope in sometimes stressful situations. **Frequently** the employee will be required to do the following:

- Lift and carry 25-100 lb.
- Push/Pull
- Squat/Kneel/Stoop
- Twist upper body
- Bend
- Climb a ladder

Key:	
Occasional	1 – 33%
Frequent	34 - 66%
Continuous	67-100%

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical demands may vary for each person we serve. You will be provided with more information if special physical demands are needed for a specific individual.

Department Abbreviations: SLS = Supported Living Services