

Job Title: Direct Support Professional (DSP)
Reports To: Home Manager
FLSA Status: Non-Exempt

Summary

The primary responsibility of the Direct Support Professional is to ensure the health and safety of those supported. DSPs are responsible for providing supports as identified in the Individual Support Plan, and for collecting data and documenting the provision of those supports.

Essential Duties and Responsibilities Include the Following: (Other duties may be assigned.)

- Creates a safe and healthy environment, and giving those supported the opportunity to reach personal goals.
- Respects the personal choices of individuals supported.
- Provides skill-building opportunities related to personal care activities such as: toileting, bathing, and grooming, dressing, eating, mobility, communication, household chores, food preparation, money management, shopping, etc.
- Provides skill building opportunities related to the use of community resources such as: transportation, shopping, restaurants, social and recreational activities.
- Provides supports in identifying and acquiring valued social roles in integrated community settings, including, but not limited to, opportunities for memberships in local groups, clubs and organizations.
- Supports individuals in developing the ability to replace challenging behavior with positive, accepted behavior for home and community environments.
- Monitors health and physical condition and providing supports with medication and other medical needs.
- Provides supports with personal care, activities of daily living (ADL's), and use of community resources.
- Provides support with transportation to and from work, training sites and community resources.
- Provides safety supports to ensure the individual's health and safety.
- Ensures collection and documentation of required data. Writes in logs, etc. noting progress/events.
- Gives medications, monitors dosages and makes notes in medical charts in accordance with the medical certification training and as may be directed by authorized clinical staff.
- Ensures shift change responsibilities are documented and that on-site coverage of assigned place of duty is maintained until properly relieved.
- Attends mandatory team meetings.
- Confers regularly with supervisors.,
- Ensures safety by applying proper intervention.
- Reports accidents, hazards and needed repairs.
- Seeks understanding and follows company policy with regard to safety, fire drills, location and use of exits and fire extinguishers.
- Ensures confidentiality regarding sensitive issues and material.
- Protects and respects client rights and need for dignified supports.
- Reports all incidents of abuse, neglect or exploitation immediately.
- Notifies supervisors immediately when unable to complete program tasks as outlined and/or when behavior or activities produce unexpected and usual results or consequences.

Non-Essential Duties and Responsibilities Include the Following: (Other duties may be assigned.)

- Performs other duties as assigned.

Minimum Knowledge, Skills, and Abilities, Experience or Professional Qualifications

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Shall maintain state and company training requirements to work with individuals with developmental disabilities.
- Ability to implement services outlined in the service description.
- This is normally acquired through a combination of the completion of a High School Degree..

Physical Demands

- Working conditions are regularly in a home type setting.
- Work may require frequent weekend and evening work.
- Work requires staying on shift until relief arrives, or in the event of inclement weather or emergency situations.

Performance Expectations Related to Compliance, Company Mission, Goals and Organizational Climate:

No employee, supervisor or manager of Cornerstone Support Services, Inc. has the authority to direct any other employee to do anything that violates company policies; local, state, or federal laws or regulations. Cornerstone will take prompt action up to and including termination of employment on the first offense for failing to comply with these policies, laws, regulations and standards and/or failing to report conduct with violates these policies, laws, regulations and standards. No Cornerstone employee, supervisor or manager is permitted to engage in any form of retaliation or retribution against anyone who reports a concern.

Cornerstone Support Services, Inc. delivers high quality, safe and caring support services to individuals in a variety of settings. Commitment to quality is paramount, and the company also endorses growth and development, sound financial management, and strong compliance to an ethical code of conduct. The company focuses on complying with all Federal, State and Company regulations and eliminating, waste, fraud, and abuse. This includes, but is not limited to, ethical billing practices and the preservation of individual and public property and monies. The company strongly encourages and supports team problem-solving and employee participation at all levels.

**This Signature Page and Accompanying Job Description
Will Be Placed in Your Personnel File**

Employee Instructions:

1. Read the attached Job Description and ask any questions for your clarification.
2. Print your name, sign your name, and date this page.
3. If you would like a personal copy of this signature page and your job description, one will be provided for you.

The title of my job description is **Direct Support Professional**. When I have questions about my responsibilities and/or my job duties, or when I see or hear things that I do not understand, I will consult my supervisor or other members of management.

Employee Name (Print)

Employee Signature

Date

Cornerstone Supervisor (Print Name)

Signature

Date