



DIRECT SUPPORT PROFESSIONAL RESIDENTIAL PROGRAM

DESCRIPTION

The Direct Support Professional (DSP) will be responsible for the health, safety and well-being of Y.E.S. The Arc consumers residing within our Residential Program. The DSP will provide support in a compassionate and positive manner to our consumers to assist them in achieving their life's goals. Above all, the Direct Support Professional must be dedicated in every aspect of their position to Y.E.S. The Arc's philosophy that all people are capable of growth and learning and that Y.E.S. The Arc exists to provide training and opportunities that will maximize growth towards the greatest independence possible for each consumer served. The position reports directly to the Residential Supervisor and is also overseen by the Residential Coordinator and Medical Coordinator.

DUTIES

1. Ensure the health, safety and well-being of all Y.E.S. The Arc's consumers.
2. Demonstrate respect and promote choice for all of the consumers we support.
3. Act as an appropriate role model and support consumers in using appropriate language, appearance, dress, manners and respect.
4. Support consumers in their daily living and assist them with their daily living skills.
5. Assist consumers with their personal hygiene, including but not limited to incontinence needs, bathing, dental care, and trimming and filing nails.
6. Implement and document consumer objectives and/or behavioral plans according to the consumer's Individual Service Plan (ISP).
7. Assist the supervisor in the development of consumer objectives and behavior plans when assigned.
8. Attend consumer ISP meetings when requested.
9. Plan and implement recreational activities with supervisory approval.
10. Assist consumers in planning healthy, weekly menus according to their dietary needs and preparing daily meals.
11. Assist consumers in preparing grocery lists and weekly shopping.
12. Make recommendations regarding the health and well-being of residential consumers to their House Supervisor.
13. Administer, monitor and document consumer medications according to Y.E.S. The Arc policies and procedures.

14. Prepare weekly med-minders and conduct pill counts as designated.
15. Phone in and pick up prescriptions as needed. Examine all new prescription packaging and labeling to ensure the correct medication is received and conduct pill count.
16. Take consumers to medical appointments when requested. Ensure that all proper documentation is completed, signed and returned to the Medical Coordinator.
17. Operate and maintain medical equipment as trained.
18. Operate and maintain household appliances and tools, agency cell phone, fire extinguisher and any other minor residential equipment in a conscientious manner.
19. Perform housekeeping duties, including, but not limited to, vacuuming, dusting, sweeping, mopping, dishwashing, cleaning of bathrooms and laundry.
20. Perform minor yard work, including, but not limited to, raking leaves and dead weeds, picking up trash, sweeping patios and sidewalks, and washing agency vehicles.
21. Provide safe and secure transportation services to residential consumers in accordance with all Y.E.S. The Arc policies and procedures and adhere to all traffic laws and public safety standards.
22. Follow Y.E.S. The Arc policies and procedures when handling consumers' personal funds and property.
23. Understand and follow proper Y.E.S. The Arc policies and procedures in the event of emergency situations.
24. Follow shift change procedures at the beginning and ending of each shift worked, including, but not limited to, reading communication log and medication logs at the beginning of each shift, count and reconcile consumer funds to their daily reserve fund ledger, and retrieving and returning agency cell phone.
25. Review and complete communication log, medication logs, consumer objectives and the accompanying data collection sheets before the end of each shift worked.
26. Read all consumer files and E-Plan at the beginning of each month.
27. Attend all mandatory meetings, including house staff meetings, and required trainings.
28. Perform other duties and complete all other projects as may be assigned by administrative personnel.

REQUIREMENTS

1. The ability to work flexible hours.
2. Must be at least 18 years of age or older.
3. Must be fingerprinted and able to obtain and maintain an Arizona Fingerprint Clearance Card.
4. Must possess a valid Arizona Drivers License in order to operate agency vehicles.
5. Must possess and maintain a clean 39-month driving record (no major traffic violations and not more than two minor traffic violations) in order to operate agency vehicles.
6. Must be able to pass drug and alcohol testing.
7. Must be able to lift, push, pull and carry 35 lbs; stand and sit for extended periods; bend at the waist and knees; kneel for extended periods.
8. Must possess the ability to exercise restraint and self-control in potentially volatile situations, including, but not limited to, being confronted verbally and/or physically in a threatening or aggressive manner by the people receiving support. This also includes the ability to deal with and redirect aggressive behavior.

TRAINING REQUIREMENTS

The person in this position must attend and be able to pass the following trainings and maintain current certifications as required by Y.E.S. The Arc, DES/DDD and/or DES/RSA.

1. Employee Orientation
2. Y.E.S. The Arc Policies and Procedures
3. Article IX
4. CIT 1 & 2
5. CPR
6. First Aid
7. Client Orientation
8. 4 DD's / Seizure Management
9. Gaitbelt / Transferring / Transfer Board
10. Incident Reporting
11. Intro to DDD
12. ISP Overview
13. Medication Overview
14. Wheelchair Loading
15. Writing and Implementing Measurable Outcomes

SCHEDULE

The following is an abbreviated list of shifts utilized in the residential program. Scheduling is based upon current needs and will vary accordingly. Schedules and shifts are not guaranteed.

Monday – Friday	6:00am – 8:30pm	2:30pm – 10:30pm	10:00pm – 8:30am
Saturday – Sunday	6:00am – 2:30pm	8:00am – 5:30pm	2:00pm – 10:30pm
	5:00pm – 10:30pm	10:00pm – 8:30am	

Acknowledgement for Direct Support Professional – Residential Program Position

I have reviewed this job description and acknowledge that I will be able to perform the duties and responsibilities of the position. In addition, I understand and acknowledge that this job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties as requested by their supervisor, the Executive Assistant and/or the Executive Director. I further understand and acknowledge that this job description does not constitute any form of employment contract.

Employee Name: _____

Employee Signature: _____

Date: _____