

## **TECH Job Description**

**Job Title:** ALS Direct Support Professional  
**Department:** Adult Life Skills

### **SUMMARY**

The Adult Life Skills Direct Support Professional provides personal care, training, supervision, and assessment to individuals as prescribed in Person Centered Plans (PCP) and agency policy.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provide training to adults with developmental disabilities as outlined in client's PCP and document said training within time frames given.
- Collect data on targeted behaviors or medical issues and record data.
- Attend to the personal needs of each individual, as needed, to include feeding, toileting, dressing, medicating, and providing oral hygiene care.
- Assess individual's needs and functioning level in pre-vocational, socialization, and daily living skills and complete P.A.I.N.T. assessment for each person on Direct Support Professional's caseload.
- Participate in the PCP process for each client on Direct Support Professional's caseload to ensure that the individual's needs are met.
- Develop goals designed to help each individual reach his or her preferred lifestyle.
- Develop, implement, and oversee activities and classes as assigned.
- Provide safe transportation for clients.
- Report safety and health concerns about clients to the appropriate department or designee.
- Adhere to TECH policies and procedures.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an 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.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED)

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's by 100's. Ability to perform these operations, using units of American money and weight measurement, volume, and distance.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Current and valid Driver's License

CPR child and adult, First Aid, Bloodborne/MSDS, ANE policies and procedures, IDD, Medications Training, Positive Behavior Supports, Anger Management, MANDT, QA, PAINT, TECH Driver Training, (employer will provide training to acquire certificates)

## **PHYSICAL DEMANDS – MEDIUM WORK**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee occasionally lift and/or move 20 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.