

TECH

Job Description

Job Title: Direct Support Professional on-call
Department: Residential
Reports To: Team Leader
FLSA Status: Hourly Non-Exempt (less than 20 hours per week)
Prepared By: Directors of Group and Community Living
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Prepared Date: January 5, 2011
Approved By: Director of Human Resources – Jerry D. Vinson
Approved Date:
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SUMMARY

Provides a variety of services for the residents in Community, Individual, or Group Living locations by performing the following duties.

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

- Provides direct care support services as outlined in client's Person Centered Plan
- Complete all required training prior to being scheduled for regular duty
- Learn and utilize all training provided by TECH, Inc.
- Report client progress on a daily basis and as required by the Person Centered Plan
- Assist clients with bathing and hygiene, as stated in client's Person Centered Plan
- Assist clients with meal planning, food purchases, and meal preparation
- Assist clients in maintaining a healthy living environment by following processes in place for any facility or vehicle maintenance and safety concerns
- Assists with and/or monitors all housekeeping tasks in client residences
- Transportation of clients via motor vehicle, or assists with arranging public transportation.
- Work the number of hours scheduled, not exceeding 40 hours unless approved by direct supervisor
- Attend any and all mandatory staff meetings and in-service training or re-certifications
- Comply with all departmental rules and guidelines
- Comply with all TECH, Inc. policies and procedures
- Participates as an active and contributing member of client's Person Centered Plan team

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); or has a CNA or CMA certificate.

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 clients.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to solve practical problems. Ability to deal with problems involving occasional abstract variables in non-standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current and valid Driver's License

CPR child and adult, First Aid, Bloodborne/MSDS, IDD, Positive Behavior Supports, ANE, TECH Medication Training, MANDT, Anger Management, Driving/Lifting, WWPDD, Documentation, Nutrition, QA, Budgets, (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; talk or hear; and smell. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift 20 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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 frequently exposed to outside weather conditions and to inside wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts, toxic or caustic chemicals as used in cleaning, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.