

**AFTER GATEWAY INC.**  
**JOB DESCRIPTION**

**Employee:**

**Position/Title:** Direct Support Professional (D.S.P)  
**Supervisor:** Classroom Coordinator  
**Salary Range:** \$9.00-\$13.00 per hour (15-37 hours per week)  
**Reporting Relationship(s):** Program Director, Program Committee

**Job Summary:**

The person in this position provides day to day opportunities which support and guide individuals with intellectual and developmental disabilities in achieving personal goals. This can involve modeling productive behavior as well as teaching life improving concepts and day to day functional skills. It also involves introducing and supervising individual activities necessary for routine living, personal care and safety. As a part of regular activities this person will expose and involve individuals in social activities, community resources, and other opportunities for interaction/development.

This person is an active participant in the Individual Support Plan/Person Centered Plan team discussions. Taking initiative to suggest new and or improved methods/activities for support and growth is expected. As a member of a team, this person must work cooperatively with all team members within the work environment to ensure individuals receive the right support. The work requires full and consistent communications daily and producing/maintaining essential records/documents as prescribed by contracts and company guidelines.

**Qualifications**

- Minimum of a high school diploma
- Must be at least 18 years of age.
- Current certification in CPR and first aid
- No history of abuse, neglect, or exploitation of children or vulnerable adults.
- Successfully pass a criminal background investigation, healthcare registry inquiry and Medicaid fraud inquiry
- Free from communicable diseases.
- For providing personal care-successful completion of nurse's aide, home health aide or equivalent training course, or a minimum of one year of related experience in caring for impaired adults

**Working Conditions:**

This work can be physically and emotionally demanding. Noise level can be moderate to high. Must be able to stay alert at all times, be patient and remain mindful of small details that can influence or interfere with individual's care and safety. Will be required to perform completely and consistently both routine and tedious tasks that are essential and mandated.

**Skills required include:**

- Can calculate and complete basic math computations
- Sufficient oral and written communication skills (proficiency in English) to explain, direct and document all types of information
- Observation skills
- Interpersonal skills to include :
  - Ability to follow instructions, policies, procedures
  - Cooperation
  - Give and receive constructive feedback
  - Active listening
  - Maintaining a respectful workplace
- Physical ability to lift 25 pounds
- Ability to walk, sit and stand for long periods of time.

- Ability to reach with hands and arms, grasp objects, bend, stoop, kneel and crouch
- Sufficient mobility to push wheelchairs, carts and equipment.
- Sufficient ability to hear and see to recognize distress in a participant.
- Ability to work independently
- Ability to multi-task
- Adaptability
- Ability to provide personal care (assisting the participant with eating, escorting to the bathroom, changing)

**Duties and Responsibilities:**

- Provide assistance for or performs the activities of daily living and provide helping services for program participants such as: assist with bathroom needs; assist with mobility and transferring; assist with personal hygiene, including dental care; assisting the participant with meals; assist with and encourage physical activity.
- Responsible for advocating for participants and ensuring their rights are protected
- Responsible for implementing the individual support plan/person centered plan for specific participants.
- Responsible for accurate and timely daily and monthly documentation, reflecting evaluation of goal implementation.
- Follow all rules and regulations governing both the care of participants and the running of the program.
- Assist in planning and implementing special events.
- Assist with planning and implementing daily structured group and individual activities.
- Actively participate in community outings, and assist program participants as necessary.
- Provide housekeeping services such as organizing room, emptying wastebaskets, cleaning bathrooms, sweeping and mopping floors, and sanitizing equipment.
- Attend meetings and training sessions as scheduled.
- Attend and actively participate in group and individual supervision/staff development
- Consistent and timely attendance
- Interact positively, respectfully, civil and professionally with other staff, program participants, board members, and the public.
- Assume other duties as assigned by the classroom coordinator/program director.

**Must show proficiency in:**

- Documentation-daily and monthly. (demonstration)
- Waiver core competencies which include; client rights, confidentiality, core values, HIPAA, incident reporting, recognizing abuse and neglect, cultural competency (test with passing score of 80%)
- The 7 core competencies established by the State of NC for I/DD professionals (demonstration)
- Wheel chair tie downs (demonstration)
- CPR/first aid (demonstration with a passing score as determined by trainer)
- NCI (demonstration and test with a passing score as determined by trainer)
- Seizure awareness (test with passing score of 80%)
- Knowledge of blood borne pathogens (test with passing score of 80%)

By my signature below I acknowledge and agree with the duties of the position. I understand nothing contained in this job description creates an express or implied contract of employment. Employment is at will.

**Employee signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program Director approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_