

LAKESHORE COMMUNITY SERVICES, INC.

NAME: COPY **ID#:** COPY

POSITION TITLE: Direct Support Professional

STATUS: Non-Exempt

EFFECTIVE DATE: COPY

Direct Support Professional staff will function as members of teams that are responsible for the care and instruction of individuals living in community residential homes in accordance with state, federal and Agency guidelines. Direct Support Professional staff will contribute to the creation of a safe, healthy emotional and physical environment for individuals. They follow established programs and interact with each individual in a manner consistent with normalization principles, which indicate that the experience of the individuals living in Lakeshore programs should be as typical of that of any other person living in the community.

The satisfaction of the individuals supported through Lakeshore Community Services; Inc. is essential. The Direct Support Professional is expected to assist individuals, family members and others with concern and empathy; respect their confidentiality and privacy and, at all times, communicate in a courteous and respectful manner. Reports to Program Specialist or House Manager.

ESSENTIAL JOB FUNCTIONS

Complete all direct care responsibilities including cooking, cleaning, daily hygiene, the individuals' activities, and medications administration.

Assist and/or instruct individuals in activities of daily living (meal prep, housecleaning, grocery shopping, laundry and general maintenance); self-care skills (bathing, dressing, personal hygiene skills) ; safety skills and pre-vocational skills when appropriate.

Complete individual assessment as assigned by House Manager/Program Specialist.

Ensure Individual Support Plans (ISPs) are implemented as written.

As directed by the House Manager/Program Specialist, complete monthly and quarterly reviews of ISPs, and assist in reviewing all ISPs on a quarterly basis, noting both progress and problems, and provides input into the appropriateness of each goal, or the possible need for revision.

As directed by the House Manager/Program Specialist, attend individual medical, dental, financial, psychiatric and other appointments as directed. Documents the results of each appointment on appropriate forms.

Act as a role model for individuals and others in appropriate dress and behavior.

Ensure and safeguard confidential treatment of consumer Protected Health Information in written, oral and electronic form maintained and obtained during your work with Lakeshore Community Services, Inc. Share information gained in your relationship with a consumer with only those appropriate persons specifically concerned with the consumer and for the purpose of carrying out treatment, payment, or health care operations.

Demonstrate flexibility to perform direct care duties wherever necessary within the program, including open shifts at alternate locations as directed.

Third-shift and weekend staff will follow detailed notes and assignments from House Manager/Program Specialist. After performing each task, Direct Support Professional will initial third-shift and weekend cleaning logs.

LCS Direct Support Professional Job Description (cont.)**Page 2 of 3**

Perform all other related duties within the scope of the position as needed.

Attend in-service training sessions as required.

In cooperation with the individual, ensures all medication is dispensed and logged according to Community Residential Facility (CRF) procedures. Ensure medication is refilled one week before it is emptied.

Assist individuals in scheduling, attending and participating in recreational activities.

Assist individuals in developing age-appropriate hobbies for personal and leisure time.

Ensure that the atmosphere at the CRF is supportive and helpful.

Ensure that each individual receives all the specialized services available to meet his/her needs.

Ensure that residents receive either formal informal counseling during times of personal need and stress.

Note and consider all comments and suggestions made by the BSU Case Manager during monitoring visits and communicates information to Program Manager (PM) or Program Director (PD).

STANDARDS OF BEHAVIOR

Perform all duties in accordance with agency policies as required by appropriate licensing regulations.

Maintain a professional and appropriate level of communication with family/guardians, day program staff, advocates, and support services personnel. Use appropriate agency procedures for reporting concerns and/or complaints.

Maintain effective professional relationships with internal and external sources.

Notify the appropriate Waiver Residential Administrative staff of problems concerning individuals.

Demonstrate sound judgment by taking appropriate actions regarding questionable finding or concerns. Utilize appropriate agency procedures for reporting concerns and/or complaints.

Ensure compliance with regulatory standards.

Adhere to benefit leave protocols.

Consistently demonstrate ability to respond to changing situations in a flexible manner in order to meet current needs, such as reprioritizing work as necessary.

Understand and comply with CRF program philosophy, policy and procedures, and with Office of Developmental Programs and Department of Public Welfare regulations.

Accept and follow established safety regulations and procedures. Promote accident prevention activities. Report unsafe conditions to House Manager/Program Specialist and Maintenance Department. Follow emergency procedures.

Work all scheduled shifts, as well as complete work assignments in a positive, acceptable manner.

Record all hours worked and/or benefit time appropriately on time sheet.

Follow proper procedures for calling-off, late arrivals, and absences.

ESSENTIAL PHYSICAL REQUIREMENTS:

Lifting/carrying	Occasionally will lift and carry various small household items under 25 lbs.; such as but not limited to dishes, pots and pans, food, clothing, laundry, grocery bags, and supplies. At selected homes, occasional lifting may be required during resident transfers, and in emergency/non-routine situations, the associate may have to lower the resident from waist height to the floor (up to 100 lbs.). At selected homes, occasional lifting of a non-occupied wheelchair may be required. The wheelchair will be lifted from knee height to chest height. The wheelchair can weigh up to 60 lbs. Also, at selected homes, one person transfer or lift. Required to perform a two-person lift. Occasionally required to lift more than 50 lbs. To lift more than 50 lbs., assistance required. If at ground level, a two or three-person lift is required.
Pushing/pulling	Occasionally will push and pull home furniture. Must be able to push and pull a vacuum cleaner frequently. Snow removal utilizing a shovel is required. At selected homes, frequent pushing/pulling of an occupied wheelchair is required (up to 150 lbs or more).
Climbing	Must be able to climb three flights of stairs frequently throughout a normal work shift and assist individuals up and down stairs while climbing, at selected homes.
Stooping/bending	Frequently required to be in a forward flexed and bent position such as, but not limited to, while performing household duties, interacting with individuals, and assisting individuals with dressing/bathing.
Kneeling	Occasionally kneeling may be required to aid individuals with daily placement and removal of clothes or shoes or when assisting during crisis intervention.
Standing/walking	Frequently walking and standing during normal work shift to perform various household duties. Occasionally sits during evening shift and while documenting on charts.
Handling/grasping	Frequent handling and grasping is required at various parts of the work shift. Grasping of pens, utensils, medications, and small tools as necessary. May be required to grasp or handle individuals during dressing, bathing, and bathroom calls. Handling and grasping of individuals supported may be required to properly resolve non-routine situations.
Reaching	Frequently must reach or place up to 25lbs. at a height between the knee and shoulders. Occasionally reaching is required above shoulders.
Foot/hand controls	Frequent foot and arm control required when operating a motor vehicle to transport the individuals.
Physical Management	Perform one-person physical management including floor restraints when required.
Strength Classification	HEAVY, exertion of 50 lbs. or more of force frequently and able to transfer adult individuals with or without mechanical devices.
Driving	Must be able to operate a motor vehicle

ACKNOWLEDGMENT

I have reviewed this job description and understand the duties outline for my position and understand that I am responsible for all duties listed as well as all duties assigned. I have been provided a copy of the Lakeshore Community Services, Inc. Direct Support Professional Job Description.

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Employee Printed Name

Employee Signature

Date Signed

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Human Resources Representative

Date Signed