

# DEVELOPMENTAL ENRICHMENT CENTERS JOB DESCRIPTION

## **JOB IDENTIFICATION:**

POSITION TITLE:                   **Direct Support Professional (DSP) – HCBS**  
PROGRAM:                           Home and Community Based Services  
CLASSIFICATION:                 Non-Exempt  
WORK HOURS:                     Scheduled by Primary Care Provider and per authorization (Flexible)  
REPORTS TO:                      HCBS Coordinator, and/or Program Manager

## **ESSENTIAL FUNCTIONS:**

Understand, support and implement the goals/objectives in the consumer's Individual Service Plan (ISP). Additionally, develop, support and implement purposeful and age appropriate scheduled activities in keeping with the goals/objectives set in each consumer's ISP. Assist the individual to attain or maintain safe and sanitary living conditions and/or maintain personal cleanliness, and activities of daily living. All employees are expected to acknowledge and practice Developmental Enrichment Centers Core Values as stated below:

- LOVE - Practice unconditional love toward each individual.
- JOY - Happily perform our daily tasks and responsibilities.
- PEACE - Value the importance of a peaceful environment.
- PATIENCE - Take the time to address each individuals needs.
- KINDNESS - Consider the needs of others before ourselves.
- GOODNESS - Demonstrate ethical and honorable standards in all things.
- FAITHFULNESS - Exhibit loyalty and dependability in our personal and professional relationships.
- GENTLENESS - Patiently listen and respectfully respond to the needs of each individual.
- SELF-CONTROL-Appropriately manage our response to daily challenges.

*(Based upon Galatians 5:22)*

## **DUTIES/ RESPONSIBILITY:**

The goals of this service are to:

1. Enable individuals to acquire knowledge and skills.
2. Depending on the needs of each client, all or some of the following personal services are to be provided:
  - a. Ensure the client receives all prescribed medication in the ordered dose and time.
  - b. Prepare food to meet daily nutritional needs including and prescribed therapeutic diets.
  - c. Assistance with physical mobility such as walking, getting up from the ground or floor, transferring from wheelchair to chair or vice versa and in and out of a vehicle and/or bus.
  - d. Assistance with health conditions including seizures.
  - e. Assistance with personal care needs: i.e. bathing, dressing, incontinent care, oral care, perianal care, skin care/file nails, shaving.
  - f. Administer First Aid and give appropriate attention to injury or illness.
  - g. Support nutritional needs: i.e. prepare meals, set-up meals, assist with eating, encourage fluids
  - h. Provide homemaking services specific to client use areas: i.e. vacuum & dust, sweep/mop floors, remove trash clean kitchen/dishes, clean bathroom, laundry (client), change bed linens, clean bedroom.

- i. Assistance with physical mobility: i.e. errands/shopping, monitoring client for safety, transfers, range of motion, ambulation, water temperature precautions
  - j. Provide other assistance in the form of appointment and medication reminders, companionship, and relief for caregiver.
- 3. Increase or maintain self-sufficiency of eligible individuals.
- 4. Provide training/assistance in essential activities required to meet personal and physical needs.
- 5. Maintain the health and safety of eligible individuals.
- 6. Provide services in a manner that supports and enhances independence, self-esteem, mutual respect, value and dignity.
- 7. Complete required documentation, including the case notes on a daily basis, accurately and thoroughly and submit on time.
- 8. Observe clients daily for any physical changes and signs in behavior or demeanor that could be a result of illness, abuse, improper dressing or grooming, medications, etc. Report any observations to your supervisor.
- 9. Perform all duties to uphold, respect and advocate for the Client's Rights.
- 10. Report immediately to your supervisor any incident involving a client.
- 11. Build and maintain a positive relationship with all DEC care providers, service coordinators, staff and the community. Including performing all duties to professionally represent, exemplify and champion DEC.
- 12. Participate in client assessment, planning and evaluation processes as required.
- 13. Transport clients if necessary or at families request and follow all pre-operation and operation policies and procedures, as required. Additionally, adhere to all driving laws and regulations as well as DEC policies and procedures, as required.
- 14. Maintain and protect the confidentiality of all consumer information
- 15. Comply with all state, federal, local laws and regulations as well as DEC policies and procedures.
- 16. Attend and participate in all mandatory training, in-services, and staff meetings.
- 17. Perform all other duties, as assigned.

#### **POSITION REQUIREMENTS:**

- 1. If working Habilitation MUST take and pass Habilitation Skills Course.
- 2. If working Attendant Care certification in DCW Training is required.
- 3. On time regular attendance
- 4. Must dress in appropriate and clean attire. Additionally must wear closed toed shoes that do not fall off.
- 5. Must have a valid and appropriate driver's license, as required.
- 6. Must have current basic liability coverage on personal vehicle and proof of the insurance, as required.
- 7. Must have a current vehicle registration of personal vehicle, as required.
- 8. Must have a driving record that meets the requirements of DEC policy and DEC insurance carrier underwriter guidelines and requirements, as required.
- 9. Must have passed post offer health physical, drug screen and TB test.
- 10. Must have criminal record clearance.
- 11. Must have current Basic First Aid and CPR certification.
- 12. Must be comfortable working with children and adults with disabilities.
- 13. Must be able to maintain confidentiality.
- 14. Must exercise good judgment and make competent decisions.
- 15. Must be able to be flexible, work closely and cooperatively with the family and client.
- 16. Must be able to read, write and communicate in English. Including writing daily reports and completing all required documentation.
- 17. Must be able to drive personal vehicle, as required.
- 18. If working Habilitation MUST take and pass Habilitation Skills Course.
- 19. If working Attendant Care certification in DCW Training.

#### **PHYSICAL & MENTAL REQUIREMENTS:**

1. Able to sit and stand for extended periods of time.
2. Able to walk for extended periods of time.
3. Able to push and pull for extended periods of time.
4. Able to visually see for extended periods of time.
5. Able to hear and listen for extended periods of time.
6. Able to speak for extended periods of time.
7. Able to bend, squat, stretch, twist or reach out with the body, arms and/or legs as required.
8. Able drive for extended periods of time, as required.
9. Able to assist clients in and out of a vehicle or bus.
10. Able to work outside for extended periods of time.
11. Able to lift 30 pounds
12. Able to write daily and monthly reports and complete all required documentation.
13. Able to maintain a high level of mental concentration.
14. Able to work in a dynamic environment.

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING:**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all- inclusive, and the job may require other essential and/or non-essential functions, tasks, duties or other responsibilities not listed. Developmental Enrichment Centers reserves the sole right to add, modify, or exclude an essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any job requirement by the employee, is intended to create a contract of employment or any type of contract. Employment is “at will” and may be terminated at any time by the employee or employer, without cause or notice.

I read and understand this job description and I have received a copy.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date