

Southeastern Behavioral HealthCare

Job Description

TITLE: Educational Direct Support Professional (DSP)

JOB CLASSIFICATION: Direct Care I / non-exempt

DEPARTMENT: Education and Integration Services

IMMEDIATE SUPERVISOR: Teacher or Community Life Facilitator

Qualification: Eighteen years of age and a minimum of a high school education or G.E.D. You must have a current driver's license, car insurance and a driving record acceptable to Southeastern's Insurance provider. Must pass a comprehensive criminal background check; include fingerprinting, drug screening, Dept. of Social Services Central Registry check. Must have intermediate keyboarding skills with knowledge of internet/e-mail use.

Job Summary: DSP's assist the people we serve to lead self-directed lives and to be in and part of the community. They encourage attitudes & behaviors that enhance community inclusion. May act as an advocate for the individual in communicating their needs, self expression & goals. DSP's work directly with the people we serve teaching them self care, social and communication skills. Our mission is to "Educate and support individuals to discover their direction for life." Depending on the needs of the people we support, DSP's provide assistance with daily living skills development, health maintenance and medication administration, personal care and behavioral development. DSP's advocate and provide supports to assist individuals to be fully integrated into community life. Southeastern operates 24/7, 365 days a year. Must be able to work holidays when necessary. Flexibility during emergencies and inclement weather is required.

Physical Demands: 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 talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and taste or smell. The employee must frequently lift and/or move up to 50pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to indoor office environments as well as outside weather conditions. The noise level in the work environment is usually ranges from quiet to moderately noisy.

ESSENTIAL JOB FUNCTIONS: Essential Job functions include but are not limited to:

Professional Integrity and Growth:

Essential Job Functions: General

1. Perform in accordance with the policies and procedures of Southeastern Directions for Life.
2. Administer all aspect of position using good judgment and sound reasoning based on education and experience.
3. Participate in staff development activities to enhance professional skills and growth.
4. Maintain confidentiality.
5. Maintain a valid driver's license and a good driving record so as not to put Southeastern Directions for Life insurance in jeopardy.
6. Maintain positive rapport with staff and individuals within the agency.
7. Perform in accordance with the Core Values of the agency.
8. Complete necessary paperwork accurately and on time.

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Essential Job Functions: Direct Support Professional

1. Perform in accordance with the Core Values of the agency, involving Myself, My Community, My Future and My Journey.
2. Act in a manner that is consistent with the best interests of the people supported.
3. Advocate for the rights of the people we support.
4. Promote the agency in a positive manner with staff, people supported and other community members.
5. Act as a positive and motivating role model for all staff and people supported.
6. Read and be familiar with pertinent information regarding the people you support (medical, developmental, family, programs etc).
7. Work on short notice in emergencies.
8. Support each participant's existing relationships & work to increase their networks of friends and acquaintances.

Program Development and Implementation:

1. Maintain a firm understanding of all programs for the people we support to ensure proper implementation and documentation.
2. Provide approved supports and record data accurately.
3. Provide positive learning experiences.
4. Assist in completing assessments.
5. Follow programming goals by being creative in community involvement.
6. Participate in brainstorming to enhance and improve individual programming.
7. Be able to observe and communicate effectively with each person supported.
8. Act in accordance with policies regarding safety (First Aid, Fires, Tornado, Missing Persons, Medical Emergencies, Abuse, etc.).
9. Teach job awareness and job readiness skills to people supported as necessary.
10. Provide an educational environment that is safe, clean and conducive to learning.
11. Assist the people we support with their vocational skills such as kitchen duties, janitorial duties, piece work etc.

Other Duties and Responsibilities:

1. Administer and check medications when necessary only when med certified.
2. Report person supported or staff concerns to the lowest level person available in the chain of command.
3. Attend and participate in staff meetings.
4. Local and out of town area travel requires driving various agency vehicles.
5. Provide Education, Experience and Exposure in the community.
6. Perform other job-related duties as assigned.

I have read and do acknowledge this job description:

Employee Signature

Date