Direct Support Professional (DSP) Job Description

Job Title:	**Direct Support Professional (DSP)**
FLSA Classification:	**Nonexempt**
Salary Grade/Level/Family/Range:	**CSC-DSP**
Reports to:	**WellServe Director**
Date Created:	**10/1/2024**

Job Description

Summary/objective:

The Direct Support Professional "DSP" would be engaged as an employee of WellServe. We are looking for a Direct Support Professional to join our team to assist individuals with disabilities to learn, grow and become more independent. If you enjoy interacting with adults with mental health or intellectual and developmental disabilities and supporting their clinical teams and families, we'd like to meet with you. Direct Support Professional responsibilities include exhibiting compassion, supporting individuals, and ensuring a safe environment. They foster independence and personal choice by guiding individuals in acquiring necessary skills, such as social behavior or interpersonal competence so individuals have greater self-reliance in their day-to-day lives.

Essential functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions and competencies.

The DSP would provide direct care to people served by WellServe Health in the SCL (supported community living) program. Following a written goal plan, the DSP is to be responsible for meeting all the service needs of his or her clients. The DSP will at all times conduct themself in a professional and appropriate manner. The DSP agrees to at all times comply with all Federal, State, and Local laws and to comply with all Federal, State, and Local government agency requirements. General Responsibilities include understanding an

individual's diagnosis and the obstacles requiring service, understanding and following a goal plan, and understanding and following the training and training manuals. The DSP will maintain a harmonious working relationship with staff, volunteers, individuals served, external team members and funders. The DSP will maintain confidentiality of individuals served, complete all required documentation daily, and generally create a schedule with individuals served. The DSP must maintain a professional relationship with consumers, staff, and representatives outside agencies and organizations at all times.

Competencies:

Communication Skills: Ability to effectively communicate with individuals with disabilities, their families, and other team members.

Empathy and Compassion: Demonstrating genuine care and understanding for the needs and feelings of individuals supported.

Problem-Solving Skills: Ability to identify issues and implement solutions to support individuals in achieving their goals.

Adaptability: Flexibility in responding to the changing needs and circumstances of individuals supported.

Patience: Maintaining calm and composed behavior in challenging situations.

Attention to Detail: Ensuring accurate documentation and adherence to care plans.

Physical Stamina: Capability to assist with physical tasks such as lifting, transferring, and supporting individuals with mobility needs.

Teamwork: Collaborating effectively with other staff members and professionals to provide comprehensive support.

Crisis Management: Ability to handle emergencies and unexpected situations calmly and efficiently.

Technical Skills: Proficiency in using assistive technology and other tools to support individuals' daily activities. Ability to learn and use basic computer programs for essential job duties such as documentation, online trainings, communication and reporting.

Work environment:

Employees will use their own vehicles for work with WellServe and are reimbursed for this by a milage rate. Most services that the DSP will be providing is in the home or community of the individual receiving services. Some time of the DSP may be spent at "home"

or wherever they choose for work that can be done on the computer.

Physical demands:

Physical Activity	**Rarely (less than 1 hour)**	**Occasionally (up to 3 hours)**	**Frequently (3-6 hours)**	**Constantly (6 to 8 hours or more)**
Standing			X	
Walking		X		
Standing			X	
Bending (neck)			X	
Bending (waist)			X	
Squatting		X		
Climbing	X			
Kneeling	X			
Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		
Simple grasping		X		
Power grasping	X			
Fine Manipulation		X		
Typing		X		
Fixed vision activity *(*computer work)			X	
Rapid eye movement		X		
Pushing & Pulling	X			
Reaching (above shoulder level)		X		
Reaching below shoulder level)		X		
Lifting (0- 10 lbs.)			X	
Lifting (11-25 lbs.)		X		
Lifting (26-50 lbs.)	X			
Lifting (51-75 lbs.)	X			
Carrying (0-15 lbs.)			X	
Carrying (16-25 lbs.	X			
Carrying (26-50 lbs.)	X			
Carrying (51-75 lbs.)	X			
Driving: cars, trucks. vans			X	
Driving forklifts. skid loaders etc.	None			
Exposure to excessive noise	X			
Exposure to extremes in Temperature	X			
Exposure to dust, gas, fumes, or chemicals	X			
Working at heights	X			

Operation of foot controls or Repetitive foot movements	X			
Use of special visual or auditory Protective equipment	X			
Working with bio-hazards (blood borne pathogens, sewage, hospital waste, etc.)	X			
Handling medications	X			

Required education and experience:

- High School Education

Preferred education and experience:

- College Education
- Experience in the Human Services Sector

Additional eligibility requirements:

- Good work habits.
- Professional appearance.
- Some flexibility with respect to scheduling.
- Good command of the English language.
- Ability to use computers and basic software for documentation, communication and other reporting requirements.

Additional Information: WellServe participates in E-Verify to confirm the employment eligibility of all newly hired employees. For more information, please visit the E-Verify website.

Affirmative Action/EEO statement:

WellServe is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or other protected classifications. It is WellServe policy to comply with all applicable state and federal laws prohibiting discrimination in employment.

Other duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures:

This job description has been approved by:

Hiring Manager_____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position, they also understand the DSP is an at will employee of WellServe.

Employee_____ Date_____