



DIRECT SUPPORT PROFESSIONAL

Full and part time entry level staff positions providing long-term, direct care services to assist adults with developmental and physical disabilities lead full and rewarding lives in community settings. Duties include: supporting individuals in making day-to-day choices that lead to greater independence and community participation; providing personal, medical, and/or behavior management assistance as needed; and teaching and role modeling appropriate behaviors and daily living skills. High school diploma / GED required. Evening, overnight, and weekend shifts available. Hourly wage begins at \$11, adjusted for experience. Apply on-line at <http://www.residentialopportunities.org/employment>.

Multiple positions available, no deadline for application.

FLSA STATUS: Non-exempt

RESPONSIBILITIES: Support individuals who have developmental disabilities, mental health conditions, medical care needs, and/or physical disabilities in making day-to-day choices that lead to greater independence and community participation. Provide personal and/or medical assistance as needed, teach and role model appropriate behaviors and daily living skills, and provide behavior management assistance. Understand the likes, dislikes, hopes and dreams of persons receiving services to support them as they make choices and progress toward their goals. Perform all duties in accordance with overall program goals, agency policy and procedure and all applicable state, federal, and local laws and/or regulations. Implement responsibilities and other actions in accordance with ROI's Core Values and Vision and Mission Statements.

ESSENTIAL DUTIES:

1. Establish a collaborative relationship with persons served.
2. Implement relevant health and safety protocols, including but not limited to CPR, 1st Aid, and behavior management.
3. Report to shifts, meetings, and trainings as scheduled and remain fully alert at all times.
4. Complete documentation, including financial, billing, program, and agency-related, as required by ROI policy and procedure and Supervisor's instructions.
5. Teach and support persons served to complete the following as independently as possible, and assist or perform these tasks if the person served cannot do so independently:
 - Personal hygiene including toileting, shaving, bathing, brushing teeth and other personal hygiene tasks.
 - Personal assistance including dressing, eating, communicating and mobility.
 - Housekeeping including laundry and cleaning living spaces.
 - Meal assistance including planning meals, grocery shopping, meal preparation and clean-up.
 - Personal finance management including handling cash, accounting for purchases through receipts, ledgers and record keeping.
 - Social and leisure activities of interest to the person receiving supports.
 - Vocational and employment goals and opportunities.
6. Through role modeling and teaching, support persons served to develop appropriate friendships and other meaningful relationships.
7. Provide input for developing individual program plans, and implement such plans.
8. Administer medications according to ROI procedures.
9. Inform supervisor of problems or issues regarding persons served or their environment.
10. General upkeep of the home, workplace, equipment and vehicles to ROI standards.
11. Promote a positive image of ROI.
12. Assist with adaptive equipment; and with training, conduct prescribed therapy programs, braces, assistive devices, and range of motion exercises. If needed, assist and perform lifting and transferring of individuals receiving supports using safe procedures.

13. Advocate for and respect the rights of persons served to lead a self-determined life by providing necessary supports.
14. Display responsible, conscientious behavior, and use good judgment in making decisions.
15. Facilitate teamwork between all team members via open communication, sharing of responsibilities, and a positive, constructive attitude.
16. Demonstrate flexibility as work schedules will be adjusted as necessary to meet the needs of the individuals ROI supports.
17. Transport persons served as necessary if categorized as an ROI "driver".
18. Comply with all laws and regulations regarding reporting suspected abuse and neglect of vulnerable persons.
19. Maintain the confidentiality of all restricted information, data and reports.
20. Complete all other tasks as assigned by the APC, PC, PD, COO, or CEO.

QUALIFICATIONS: 18 years of age or older. High school diploma / GED required. Ability to achieve and maintain required training and certification to include but not limited to: ROI agency training, medication certification, 1st Aid & CPR certification; and physical intervention techniques certification. Ability to: pass background check screening; arrive on time and as scheduled to the work site; physically manage persons served; assist with a wide array of physical needs; follow oral and written instruction; operate basic home appliances and office equipment; and work independently in the absence of direct supervision. Good verbal / written communication skills.

PREFERRED: Approved driver status as determined by ROI.

ROI reserves the right to modify this job description and any new job description rescinds prior job descriptions.