

## **JOB DESCRIPTION FOR L.I.S.T.E.N. SERVICES DIRECT SUPPORT PROFESSIONAL (DSP)**

**QUALIFICATIONS:** High School Education/GED, be able to pass a Criminal Background Check, Child Abuse and Neglect Background, Drug Test, Drivers Licenses, and Lifting Evaluation with a minimum lifting ability of 50 pounds with no lifting restrictions

**BENEFITS:** Single policy Blue Cross/Blue Shield and dental insurance paid after 2 months of employment (may be limited to the amount of staff this is offered to at one time), vacation and sick time that accumulates monthly and increases periodically with years of service, \$50,000 Life Insurance policy, Short Term and Long Term Disability Insurance, 401K plan after one year of service, 10 paid holidays per year, 1 personal day per year.

Rate of pay: DOE and certification Starting at \$14.00 uncertified and no experience.

### **SUMMARY OF WORK REQUIREMENTS/RESPONSIBILITIES**

Responsible for the overall daily care and safety of the people we provide services to which includes but not limited to:

#### **SECTION A**

- Bathroom assistance
  - 2 – person hooyer/pal lift transfers to changing tables
  - 2 – person physically assist with standing or sitting on commode or assisting on to changing table
  - 1 – person physically assist with pivot transfers onto commode
  - Assisting with changing of adult briefs/pads and hygiene cares in bathrooms
  - On average this occurs with each person every 1 to 2 hours each day*
- 15 %
- Repositioning people that use wheelchairs into recliners
  - 2 – person hooyer/pal lift
  - 1 to 2 – person physically pivot
  - On average this occurs with each person that uses a wheelchair every 2 hours each day*
- 5 %
- Assist people with walking programs (1 to 2 person assist) using gait belt or with physical assistance.
  - On average this occurs with 2 to 4 people each day*
- 1 %
- To be able to push or pull wheelchairs, bend, kneel, stand, twist upper body
  - On average this can occur frequently throughout the day depending on people assigned to*
- 75 %
- Assist with people arriving each day which includes:
  - Physically assist with helping people out of vans and taxi's each morning, removing outer wear as needed, assist with lunch boxes
- 2 %
- Assist with people leaving each day which includes:
  - Physically assist with helping people into vans and taxi's each afternoon, making sure people have on outer wear as needed, assist with lunch boxes

2 %

These percentages based on an average 8 hour day

## SECTION B

- Communicating with residential staff, taxi drivers, or others when people are arriving each day, receiving and reading communication books each morning

1 %

- Communicating with residential staff, taxi drivers, or others when people are leaving each day, handing over and documenting in communication books each afternoon

1 %

- Assist with planning and setting up the social/leisure activities daily that are of interest or are meaningful to the people we support

5 %

- To be able to initiate and maintain activities, to adapt activities to fit of the needs of the people involved

50 %

- Completing individual programs for the people they are assigned, to increase their independence and decrease the dependence on staff with achieving personal goals which would include accurate implementation and documentation of training, service, medical, or behavioral programs

16 %

- Be able to work with adaptive equipment and to report any concerns with condition of equipment to Team Coordinator

5 %

- To assist the people we provide services to with integration into their community and to help them become more active members in community functions/events/activities

17 %

- To complete cleaning duties assigned by Team Coordinators on a daily basis

5 %

These percentages based on an average 8 hour day

## SECTION C

- Understand LISTEN's policy on Social Media which states: The posting or sharing of all information about a client's personal profile including but not limited to name, address, phone number, medical information, or pictures of the client without prior approval from the Executive Director or guardian is prohibited. This information is to be guarded and protected and considered as a clients right to privacy.
- To take an active part in the Accreditation process and maintaining their standards and incorporating them into the daily routine of the day program and with the people we support
- With the team concept through the day program, following direction from Team Coordinator, working with a set amount of staff and people supported, and also with following chain of command when problems arise
- To carry a valid drivers licenses and be able to drive agency vehicles

- Provide a supportive and positive atmosphere for the people we support, relating to them in a positive/respectful/friendly manner and being aware of the feelings and needs of each person supported
- Encourage socialization among the people we support, staff through the day program, people that visit and when in the community
- Assist with completing annual assessments, attending meetings, giving feedback and assisting with developing goals, objectives that will help increase independence of the people we support
- Take part in workshops/in-services/conferences that are part of the job responsibilities and training and to be able to give feedback to other L.I.S.T.E.N. employees
- To facilitate effective communication between the day program and other interdisciplinary team members
- Daily monitoring of health and safety concerns and promptly dealing with concerns as they arise and communicating information accurately and in a timely manner to all needed parties
- Attend staff meetings within the team and also all staff meetings as they are scheduled
- To be responsible for completing module training that L.I.S.T.E.N. Day Services requires staff to have completed within the first year of employment
- Responsible for making sure certifications are updated as needed

Other job duties assigned as needed

\_\_\_\_\_ Fulltime 32 plus hours per week

\_\_\_\_\_ Three-fourths time to Halftime 20 - 32 hours a week

\_\_\_\_\_ Parttime less than 19 hours a week

By signing this I agree with and understand what my job responsibilities are and what the job as a Direct Support Professional (DSP) requires.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date