

**CCAR INDUSTRIES
JOB DESCRIPTION**

JOB TITLE: Residential Services 24-Hour Direct Support Person (DSP)
(Full-time/Part-time)

DEPARTMENT: 24-Hour Residential Services

FLSA STATUS: Non-exempt

GENERAL SUMMARY:

This position is responsible for aiding individuals who are receiving Residential Services to successfully maintain themselves in their choice of residence. This position is also responsible for aiding these individuals to increase their level of independence and to become more integrated into the community. This position description also applies to substitute habilitation aides. Works with individuals residing in Residential Services requiring intermittent supervision. The Intermittent Habilitation Aide must be able and willing to work flexible, non-standard hours.

DUTIES & RESPONSIBILITIES:

1. The DSP in conjunction with caseworkers and other members of the Community Support Team, will be responsible for working with individuals in accordance to their individual integrated service plan.
2. The DSP will, in particular, assist individuals in working on their goals as specified in the individual integrated service plan.
3. The DSP will perform standard paper work processes as required including but not limited to; documentation of individual's progress related to goals, individuals observation notes, weekly grocery lists, monthly activity calendars, monthly menus, and log notes. All such work must be submitted in a timely fashion.
4. The DSP must be able to establish a rapport, gain the confidence of and maintain ongoing, regular contacts with the individuals they serve.
5. The DSP must be able to provide the individual's served positive role modeling both at home and in the community.
6. The DSP will assist the individual in making prudent, responsible, safe informed choices in their everyday lives. This will be accomplished through review of natural consequences which might result from the prospective choice and through counseling.
7. The DSP will participate in training sessions and in-services as required.

8. The DSP will abide by CCAR's policies and procedures and those which are included in the residential services handbook as well.
9. Although each DSP may be assigned to work with specific individuals, the DSP may be called upon to help out in any way necessary with any individual served under CCAR's Residential Services programs as the need arises.
10. The DSP assigned to work any shift at a 24-hour site must be with those individuals residing at that site at all times. In the event of an emergency, the DSP must call for additional support.
11. The DSP assigned to work the evening shift at a 24-hour site is primarily responsible for assisting individuals residing in the site to maintain a neat, clean and orderly home-like atmosphere. This will include ensuring that a sufficient supply of food, household goods, and personal goods, etc., are on hand at all times. In general, the DSP on the evening shift, 3 p.m. to midnight, is primarily responsible for the overall operation at their assigned site.
12. The DSP assigned to work the deep night shift shares the same responsibilities, however, due to the hours, will have more free time. The DSP may also do household cleaning and maintenance chores not disruptive to sleeping during these hours. Sleeping is not an option for the Habilitation Aide on this shift.
13. The DSP on the deep night shift is responsible for assisting individuals residing at the site to arise, eat breakfast, begin the day in an orderly fashion and get to work on time.
14. DSP's working at a 24-hour site must maintain communication with one another from shift to shift regarding the individuals residing at that site. This is primarily accomplished through each DSP's documentation in the house log and specific consumer observation notes.
15. The DSP assigned to the weekend shift of 24-hour site shares same responsibilities as the DSPs at a 24-hour site listed above. However, the weekend DSPs focus should be geared more towards recreation/leisure activities such as normally enjoyed by the normal population.
16. Maintain current certification in CPI, CPR, and First Aid and provide as necessary. Receive annual TB shot. Complete incident/accident reports when witnessed and submit the written report to their supervisor for review. Keep aware and follow all health and safety related procedures and policies as they relate to their job position. Specifically, complete all assigned sanitation activities when scheduled. Complete all assigned in-service training related to health and safety issues. Complete all scheduled emergency drills as assigned and produce minutes to submit to their supervisor. Provide active supervision to the consumers own self medication goals and document the results as necessary.
17. Continue to upgrade job skills as required through changing regulations, populations served, or other variables affecting the nature of the position.

18. Must have sufficient computer skills in order to perform daily computer tasks, if it is a requirement of this position.
19. Perform other related duties as required or assigned.

WORK BEHAVIOR RESPONSIBILITIES:

1. Presents a positive image of CCAR Industries at all times.
2. Demonstrates teamwork philosophy by working cooperatively with others within and outside of the department.
3. Communicates in a clear and concise manner, while also demonstrating receptivity through active listening.
4. Continuously seeks opportunities for improvement and suggests ways in which procedures/systems may be modified to accomplish tasks/goals efficiently and effectively.
5. Identifies and performs work which has not been specifically assigned, as needed.

ESSENTIAL PHYSICAL REQUIREMENTS:

1. Ability to sit for extended periods of time.
2. Ability to pick up objects with fingers, regularly.
3. Ability to use hands and arms to reach for objects.
4. Vision at 20 feet or more, with or without corrective lenses.
5. Ability to have color determination.
6. Ability to distinguish odors.
7. Ability to communicate ideas by the spoken word.
8. Ability to comprehend the language or the nature of sounds in the air.
9. Ability to bend forward by bending at the waist, legs or spine.
10. Ability to carry objects up to 50 lbs. with hands or on shoulders when necessary.
11. Capable of exerting force by pushing or pulling when necessary.
12. Capable of raising or lowering objects from one level to another up to 50 lbs.
13. Capable of standing on his or her feet for continuous periods of time as job requires.
14. Capable of walking considerable distances when necessary.
15. Ability to work in a confined space or to crawl and move about on hands and knees.

ESSENTIAL MENTAL REQUIREMENTS:

1. Ability to learn and comprehend basic instructions to the job.
2. Ability to coordinate eyes, hands, and fingers rapidly and accurately.
3. Ability to coordinate eyes, hands, and feet in response to visual stimuli.
4. Ability to understand the meanings of words and respond effectively.
5. Ability to perform basic arithmetic accurately and quickly.

WORKPLACE ENVIRONMENTAL CONDITIONS:

Employee may be exposed to viruses and contagious conditions on occasion therefore need to use universal precautions. Employee may be exposed to constant or intermittent sounds at a level sufficient to cause hearing loss or fatigue. Employee may be exposed to workplace hazards more frequently than normal. Employee may be exposed to the hazards and potential injuries of the road.

QUALIFICATIONS:

Minimum of high school diploma preferred or GED Certificate or demonstrate competency at that level on a standardized test. Prefer experience working with a developmentally disabled population, a basic understanding of medical terminology, and a valid Illinois driver's license.

IMMEDIATE SUPERVISOR: House Manager

SUBORDINATES: N/A

EMPLOYEE ACKNOWLEDGEMENT:

I have read and/or received a copy of my job description and understand the principle duties and responsibilities, physical requirements and working conditions of the job.

Employee Signature

Date

Reviewed: 01/29/2008