JOB DESCRIPTION: SPURWINK SERVICES	DIRECT SUPPORT PROFESSIONAL
Effective Date: 7/01/91	**Revised: 10/14/04; 02/19/09; 12/9/09; 03/01/12; 10/18/13**

* Denotes an Essential Function

Title: Direct Support Professional

Category: AS1

Code: DSP

Minimum Education and Experience Requirements: High school diploma or G.E.D. Must complete CDS curriculum within the first six months of employment and must obtain CRMA certification within the first 90 days of employment. It is required that she / he will participate in designated in-service training programs and ongoing training is required. Basic computer / word processing skills are required. Previous experience working with developmentally disabled adults preferred.

Minimum Physical Requirements: Must be able to go up and down stairs; bend and lift; and provide physical restraints.

Position Summary: The Direct Support Professional (DSP) provides direct support that contributes to the health and well being of a client either in the clients' residences, in community support programs or in the community. The DSP provides support that enables a client to live in and be a part of their community. DSP's provide personal assistance with self-care activities, such as dressing and personal hygiene, monitoring of medical status, assistance with meal preparation and other household tasks.

DSP's assist clients with managing safe and responsible behavior, communication, and utilizing coping skills. DSP's teach a variety of skills as identified in the person centered plan (PCP), and provide positive role modeling. They assist clients with interpersonal skills, and development of family relationships and peer relationships. DSP's enhance personal development by supporting clients in personal activities and opportunities that enrich their lives.

The DSP provides supervision as identified in the PCP, completes required paperwork, and assists in maintaining an organized, clean and safe home or community support environment.

Performance Standards:

1* Provide the appropriate level of supervision.

2* Administer medications carefully and without error.

3* Maintain a comfortable, caring, clean, sensitive, nurturing and safe environment for the clients and their families.

4* Serve as a positive role model to clients.

5 Demonstrate unconditional positive regard at all times, providing care and support while remaining composed at all times, to include those times when challenging behaviors or difficult situations arise. Respond to setbacks with a positive attitude.

6 Independently seek supervisory input when needed and provides meaningful feedback. Contribute meaningful observations, useful information, suggestions and ideas to solve problems at team meetings and to other staff and supervisors.

7* Follow the person-centered plan, focusing on the action plan and the attainment of goals and

objectives.

8 Demonstrate an understanding of the clients' unique developmental needs by teaching and coaching appropriate to the client's level. Administer routines and activities that are consistent to the clients' developmental levels, including community integration.

9 Maintain, through communication and documentation, positive and collaborative relationships and continuity with other staff.

10* Represent one's self professionally both in written and verbal communication with co-workers, supervisors, families, caseworkers, and others involved in the clients' lives.

11 Display patience, cooperation, professional demeanor and tact, and understand the importance of varied points of view and everyone's input to team discussions, while realizing that management decisions on how to proceed or intervene supersede personal points of view.

12 Be instrumental in involving family members and friends in the clients' lives as is desired by the client and/or recommended by the team. Respect family members and appreciate the complexities of family dynamics.

13 Consistently engage in regular supervision, implement supervisory recommendations and directives, seek supervision as needed, and be receptive to feedback and implement it.

14 Maintain clear, concise, and current documentation including that which pertains to medication management, progress reports and other requirements.

15 Other assignments appropriate to the position as determined by the Program Supervisor.

Position Variations: In addition to the above performance standards**, Awake Night Direct Support Professionals** are expected to:

* 1. Remain awake and alert at all times during the shift, and assist awake night colleagues with remaining awake and alert throughout the shift.

* 2. Conduct random visual checks on sleeping clients during the evening to ensure client safety and head count according to policies, procedures, and the clients' person-centered plans. Check on any noises such as clients going to the bathroom, etc.

In addition to the above performance standards **Special Assignment Workers** are expected to:

* 1. Fulfill staffing needs across sites in unique assignments of varied durations as determined by supervisor.

Immediate Supervision: Community Support Supervisor, Residential Supervisor, or Program Manager.

Immediate Subordinates: None.

Schedule of Employment: Non-exempt employee.

Other: As employees of Spurwink, Direct Support Professionals are expected to adhere to the policies and procedures of Spurwink. Keep client health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. The DSP must maintain a current Maine driver's license and a clean

driving record in accordance with Spurwink's driving policy (exceptions can be applied for third shift positions).

General Sign Off: The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

_____
Employee Name (Please Print)

_____ _____
Employee Signature Date