



INDEPENDENT LIVING CENTER OF MOBILE

JOB DESCRIPTION: DRIVER / DAY PROGRAM DIRECT SUPPORT PROFESSIONAL (DP-DSP)

POSITION SUMMARY

Direct Support Professionals (DSPs) for the Driver / Day Program (DP) assist and support people with intellectual and/or developmental disabilities. Each individual is treated with dignity and respect, while working to achieve the goals in their person-center-plan (PCP). The overall goal is to assist these individuals in becoming valued, participating, contributing and more self-reliant members of their communities over their lifetime by promoting integration, inclusion and belonging. This work is complex and goes well beyond the activities of daily living skills (ADLs); toileting, eating and dressing. This position requires skills including independent problem solving, decision making, behavioral assessment and prevention, medication administration, health and allied health treatments, teaching new functional skills, social/interpersonal skills, crisis prevention, intervention, and more. The job duties of a DP-DSP may resemble those of teachers, nurses, social workers, counselors, physical or occupational therapists, dieticians, chauffeurs, personal trainers, and others. This work requires strong communication skills (with cultural competency) and the ability to build relationships with the people they support and their families. DP-DSPs work sites will vary and may include any combination of being in family or individuals' homes, community events, leisure, recreational, volunteer and employment sites, and other locations. The work is determined by the unique needs, strengths, interests, preferences, and informed choice of the individuals they support, and are held to high ethical and professional standards. They serve as facilitators and mentors.

DP-DSP'S UNDERSTAND THAT QUALITY SERVICES AND SUPPORTS OCCUR AT THE POINT OF INTERACTION WITH THE INDIVIDUALS THEY SUPPORT

DUTIES AND RESPONSIBILITIES

DP - DSP's support the individual(S) to achieve the outcomes identified in the Person-Centered-Plan, that may include one or more of the following, using instructional methods according to the individual's needs and goals in order to obtain continued development in independent functioning.

- Coaches/assists/supports person in personal hygiene and ADL skills, including eating, toileting, handwashing, clothing adjustments after the restroom, etc.
- Coaches/assists individuals in communication skills including eye contact, tracking speaker or object, language development, use of alternative and argumentative communications devices, etc.
- Trains/coaches/assists individual in appropriate interpersonal interactions and social situations including eye contact, proper holding and touching, facial responses to others, role playing meeting others, etc.
- Implement activities, situational experiences, community events, and /or leisure, recreation, and social time for the individual, while utilizing the necessary equipment, in accordance with their daily routine, written schedule or as instructed according to the individuals POC (Plan of Care). These activities will be based on their interests, needs and goals, in order to obtain normalized development, normalized socialization, and to enjoy their activities of choice.

- Follow the Federal Law of the Home Community Based Services, while accompanying individuals on field trips, appointments, or events away from home site using necessary vehicles or public transportation in accordance with the Individuals' desires, needs, goals and planned events or in emergency situations, following instructions written into the PCP from QDDP, Nurse, or Supervisory personnel to maintain health, safety, and welfare of the Individual.
- Organizational: Discuss Individuals response to the PCP and implementation strategies, significant events or individual's participation in everyday activities with QDDP, IDT staff or supervisory staff, in accordance with prescribed procedures in order to accomplish requirements set forth by the organization, agency, and / or state and federal rules and guidelines.
- Monitor, track and input individuals' outcomes in Therapy.
- Establishes lesson plans for training areas assigned and files / updates records in individual's charts in order to accomplish organizational objectives related to agency requirements and state and / or federal rules and guidelines.

GENERAL DUTIES

- Reinforce each individual's proper behavior, communication/language, interpersonal exchanges, etc., in order to continue to improve independent functioning.
- Support and encourage each individual's everyday use of learned skills and abilities as part of the natural daily routine in order to continue to improve independent functioning.
- Be aware of your individual(s) while participating in activities. Look for signs of fatigue, heat stress, etc. Taking blood pressure, temperature, checking skin condition, and using prescribed procedures or following QDDP/Nurse instructions will be required in order to maintain each individual's health, safety and welfare.

ORGANIZATIONAL DUTIES

- Exchanges with, receives from, or provides to diagnostic staff, colleagues, or supervisors information about the individual or individual's program in verbal or written format as required in order to maintain records, plans, or implement services.
- Formulates the Individual's objectives and evaluates individual's performance on assigned objectives, and examining outcome against state criteria, using rating scales, tracking sheets, monthly progress reports, etc., in order to ensure personal growth and improvement in specific skill acquisition.
- Completes required reports, forms, progress notes, etc., using performance records and established guidelines in order to fulfill agency/state/federal requirements.
- Achieves competency and certification in first aid, CPR, Medication Administration tasks, or other required skills within prescribed timeframes. These will be done in accordance to ILC-Mobile's policies and procedures to fulfill agency licensing and funding requirements, and to ensure the health, safety, and welfare of the Individual.
- Inspects/monitors individuals for appropriateness or status of clothing, personal hygiene, behavior, skin condition, etc., in reference to standards and taking corrective action following prescribed procedures if required, in order to maintain the health, safety and welfare, and to maintain dignity, self-respect and self-esteem of each individual.
- Substitutes for absent co-workers in performance of assigned duties with direction from the Supervisor in order to ensure day-to-day functioning of the programs.
- Other duties as assigned.

CONTACTS

You will have direct contact with ILC of Mobile staff, individuals with developmental disabilities, family members, external case managers, visitors, doctors, therapists, and community members. You are expected to behave in a professional and ethical manner at all times.

EDUCATION/EXPERIENCE/SKILLS REQUIREMENTS

- High School Diploma or GED
- 1 year of Volunteer experience working with people with developmental disabilities is preferred.

PHYSICAL DEMANDS/ENVIRONMENTAL PROFILE

The physical demands checklist below represents the general physical demands and environmental conditions to which the employee holding this position must meet, in addition to the duties and responsibilities listed above, to successfully perform the essential functions of this job. ILC of Mobile will engage otherwise qualified candidates for this position whose disabilities may require reasonable accommodations to enable an individual to perform the essential functions.

- May be required to frequently sit or stand for extended periods of time.
- May be required to provide physical assistance to individuals in need of personal lifting, transferring, or other physical assistance.
- Must possess the ability to communicate effectively, verbally and in writing, with individuals with developmental disabilities, agency supervisors, co-workers, family members and service coordinators.
- Must have visual, hearing and learning capabilities sufficient to perform the essential functions defined above.
- Must be able to lift a minimum of 100 pounds, or the weight of your assigned Individual.
- Must be able to follow and learn the policies and procedures of ILC of Mobile.

ILC of Mobile reserves the right to revise or change job duties and responsibilities as needed. This job description is not meant to be an all-inclusive statement of duties and responsibilities of the job, nor does it constitute a written or implied contract.

ILC of Mobile is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation and identity, gender identity, national origin, citizenship status, genetic information, disability status, military or veteran status, marital or family status, political activities or affiliations, or any other characteristic protected by local, state, and federal law.

By signing below, I agree that I can perform the functions as laid out in this Job Description. Should any questions or concerns arise, I will immediately make contact with my Supervisor.

Signature

Print Name

Date

Signature – ILC Staff Member

Print Name

Date