

Direct Support Professional

Summary: Support individuals to be active members of the community and assist with daily activities of living.

Duties:

- Support individuals to develop and maintain relationships with family, friends and acquaintances as well as developing a network of natural supports.
- Serve as a positive role model both in the home and community.
- Ensure access to a variety of out of the home activities. Transportation options include the DSP's own vehicle or public transportation.
- Support individuals in developing and maintaining a wide variety of recreational opportunities. This includes clubs, organizations and other social opportunities in the community. Help to identify opportunities for valued roles and activities that will contribute to a person's well-being.
- Ensure that individuals are afforded the utmost dignity, privacy, legal rights, autonomy and the opportunity to express their individuality.
- Communicate and coordinate with health care providers regarding the individuals health related issues. Act as a liaison between doctors, guardians, on-call RN and support team to assure the individuals' health care needs are being met. These duties can also include assisting or acting on behalf of the individuals at medical appointments.
- Assist individuals to self-medicate and perform various nurse delegated tasks.
- Assist the individuals to plan menus, shop and prepare food.
- Assist the individuals with a variety of personal hygiene activities and maintaining a clean personal appearance.
- Maintain financial records including balancing checking accounts monthly and following all Communitas policies and procedures relating to the individuals finances. Including assisting the individuals in making purchases with both cash and checks and ensuring they have access to cash at all times.
- Ensure the individuals' home is clean and sanitary.
- Maintain and update the individuals personal items inventory annually or as necessary.
- Perform Person Centered Plan administrative functions as well as filing, maintaining medical charts and completing any other administrative functions in accordance with Communitas Policies and Procedures.
- Participate in both Person Centered Planning and Individual Support Planning.
- Attend mandatory trainings and monthly staff meetings.
- Assist in team-based management and outcome based evaluation practices for the continued success of the agency. This includes participating in team efforts to develop. Monitor and maintain the program budget.