

NORTHBRIDGE
Direct Support Professional

A. JOB SUMMARY

Assists the Supervisor, Care Coordinator, and Administrator in forming and supervising the Residential Habilitation program to provide a learning environment ensuring consumers achieve their maximum possible individual growth and the highest level of community integration. Provides training to consumers to increase adaptive skills. Assists in the implementation of individual support plans and the implementation plan. Supervises and assists consumers in activities of daily living. Assists in maintaining a safe and sanitary environment. Maintains trainer certification.

B. RESPONSIBILITIES

1. Resolves conflicts between consumers.
2. Assure that you are using the appropriate techniques, training consumers in individual and group settings designed to promote growth and achieve habilitation. Primary emphasis should include:
 - a. Behavioral management: reinforcing appropriate responses and implementing natural consequences to mal-adaptive behaviors.
 - b. Self-help skills: eating, dressing, grooming, health, maintenance, and toileting.
 - c. Communication skills: receptive and expressive.
 - d. Perceptual motor skills: object reception, object projection, and body projection.
 - e. Social/recreational skills: socially appropriate behavior and recreational abilities.
 - f. Community living skills: orientation, travel, and money concepts.
 - g. Domestic skills: housekeeping and care of personal belongings.
 - h. Medication skills: assists consumer to recognize medication and safely take the medication(s) at the appropriate time.
3. Assists in the formulation and implementation of Individual Plans of Care, including:
 - a. Data collection—formative and summative for uses in programmatic decisions.
 - b. Report writing—providing written input to the Treatment Team, consultants, and others. Completing paper work as required for those instances.
 - c. Carrying out Plan of Care recommendations.
4. Checks and assures all documentation is accurate and completed in a timely manner, including, but not limited to:
 - a. Program data
 - b. ABC's behavior data
 - c. Incident/accident reports
 - d. Investigation forms
 - e. Vehicle mileage logs
 - f. Family contact
 - g. Release of responsibility (leave forms)
5. Assures self follows and maintains Northbridge policy and procedures.
6. Assists in the coordination, supervision, and implementation of consumer activities and outings.
7. Assure Direct Support Professional assigned consumers are supervised in activities of daily living including:
 - a. Grooming, bathing, shaving, tooth brushing, hair care, toileting, and maintaining hygiene.
 - b. Eating, serving meals, preparation of meals, appropriate table manners, and cleanup.
 - c. Dressing—appropriate to place and weather, clean and neat in appearance, and appropriate clothing care.
 - d. Reporting consumer changes to appropriate staff.
8. Assures consumers are provided with appropriate transportation.

9. Assists in maintaining a safe and sanitary environment, including:
 - a. Protecting consumers from physical, verbal, or mental abuse.
 - b. Awareness of consumers' whereabouts at all times.
 - c. Notifying appropriate staff of safety hazards.
 - d. Being familiar with emergency evacuation procedures.
 - e. Being familiar with emergency first aid procedures and assists medical staff as necessary.
10. Maintains trainer certification as outlined in staff development procedures, including:
 - a. Attendance at required in-services training and staff meetings.
 - b. Maintains quality and quantity of training.
 - c. Successful completion of required course work and training proficiency checks.
 - d. Obtains and maintains a working knowledge of the Residential Habilitation regulations.
11. Acts immediately on complaints from staff regarding other staff, consumers, or facility (according to the Northbridge's Policy and Procedures).
12. Models appropriate behavior to other staff and consumers.
13. Receives and maintains training in Self Administration of Medications, to include:
 - a. Make consistent and accurate medication passes.
 - b. Follow all policy and procedures for medication passes.
 - c. Attend any in-services or staff meetings regarding medication passes.
 - d. Follow policy and procedure on infection control.
14. Communicates daily at change of shift to assure communication concerning consumer's moods, behaviors, appointments, health, or any other significant information.
15. Completion of Consumer Activity logs in an accurate and timely manner.
16. Assures activity schedules are being implemented.
17. Assists in scheduling and maintaining proper staff/consumer ratio.
18. Responsible for notifying supervisors of behaviors, unknown injury (Administrator notification), consumer to consumer contact (Administrator notification), abuse, mistreatment, and neglect (Administrator notification).
19. Communicates professionally and effectively with all community, state, and federal organizations or business contacts involved with the Residential Habilitation program.
20. Ensures all consumers attend scheduled meetings within the community.
21. Will attend and take part in all staff meetings and other meetings assigned by the Care Coordinator, Supervisor, and or Program Administrator
22. Treats all employees and consumers with dignity and respect.
23. Any other reasonable duty assigned to you either verbally or in writing by the Supervisor, Administrator, or Westcare Management.

Qualifications;

- 18 years or older
- High School Diploma or GED or pass a test administered by the agency to confirm ability to read written instructions and make appropriate chart notes
- Have six months of experience (full-time, paid or unpaid) or six months of training providing direct care to human service recipients (e.g., providing assistance to individuals or groups with problems caused by substance abuse, aging, physical or intellectual disabilities, or juvenile delinquency).
- Must pass background check through the Division of Senior and Disabilities Services Background Check Unit.

I understand and agree to all of my responsibilities as a Direct Support Professional.

Employee Signature

Date