

POSITION DESCRIPTION**RESIDENTIAL DIRECT SUPPORT PROFESSIONAL II**

Center for Adult Developmental Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Direct Support Professional II**GENERAL STATEMENT OF RESPONSIBILITIES:**

This is a FLSA non-exempt position in which the incumbent is responsible for assisting with the coordination and implementation of services training programs for adults with developmental disabilities in a residential training program. The incumbent serves as a shift leader and role model promoting the team's objectives for consumers' wellness initiatives, educational activities, and recreational projects. Additionally, he/she is expected to attend team meetings, other professional meetings and professionally represent the program to the community as needed.

The incumbent reports to the Program Manager I and receives general supervision. The incumbent works closely with Direct Support Professional III and Direct Support Professional I staff to promote the program mission in compliance with state quality assurance standards, Medicaid Waiver regulations, ID/DD regulations, as well as applicable professional ethics and established Region Ten policies. The incumbent is required to exercise sound judgment and demonstrate initiative; independence, creativity, leadership and cooperativeness when performing assigned duties and responsibilities. The Direct Support Professional II is an employee of Residential Adult Developmental Services and may be asked at any time by management to work at any given location as need by various department programs. Assists with site leadership for the program.

MAJOR DUTIES:

1. * Serves as a shift leader and role model for Direct Support Professional I staff. Assists Direct Support Professional III and Program Managers in running the program and provides input on staff performance. Provides leadership and guidance to DSP I during any given working shift, referring complex questions to DSP III or Program Manager. Mentors DSP I staffing in carrying out DSP I duties.
2. * Responsible for upkeep of first aid kit, site menus, fire drills logs, and putting in help desk requests for maintenance issues.
3. *Direct Care -implements and assists with coordination of consumer training programs, assists with recreation, medications, doctor's appointments, counseling, implements individual program plans, documents resident's daily progress, links consumers with opportunities and services in community. Assists DSP III in serving as a liaison between medical professionals and program participants accurately reporting information to program and documenting medical information in progress notes and consumer record to promote accurate information between Region Ten, health professionals, pharmacy, and other service providers as needed. Maintains professional communications with medical providers to facilitate wellness for program participants.
4. Communicates to all in writing and verbally in a clear, concise, grammatically correct manner.
5. May be required to work in other program locations during scheduled hours to meet needs of consumers and/or facilities.
6. *Teaches skills to program participants in homemaking and home care skills - informal and formal training through general upkeep, maintenance, meal preparation, cooking, laundry, shopping and grocery list preparation as developed in the ISP.
7. Participates in the development of instructional plans. Assists other staff in implementing ISPs as needed. Seeks out additional services for program participants as needed. Implements the system of least prompts and other teaching methods for instructional purposes.
8. Assists with medications management assistance for program participants, assisting team to ensure safe and effective medication administration in compliance with agency policy. Reviews medications for agreement with Doctor's Orders.
9. *Meetings – attends and assists in leading Team meetings to review resident care and facility operations. Also
10. Attends consumer service meetings and other meetings as required.
11. *Accurately and professionally records extensive data on individual performances as required by ISP.
12. * Assists consumers to engage in person centered community activities by helping develop community linkages that are of interest to individuals served.
13. *To attend training classes, seminars and workshops as required by supervisor. Successfully completes Trilogy and College of Direct Support training modules.
14. *Models best practice for team members to ensure the health and safety of residents and program participants by:
15. Uses counseling and CPI techniques to prevent or de-escalation of aggression; teaches replacement behaviors
16. Teaches community integration skills with residents and fosters environment of activity and full community participation.
17. Teaches targeted skills in home and in the community to residents.
18. Assists with coordination of medical services and carries out medical appointments.
19. Assists, supervises and trains participants in accordance with the ISP in personal care skills (i.e., toileting, showering/bathing, tooth brushing, topical medications, menses care) as needed.
20. As a certified provider, performs CPR/First Aid/Crisis intervention for medical or behavioral emergencies following training guidelines.
21. Able to perform all direct care teaching and training responsibilities working solo at any designated site.
22. *Is considered an essential staff and if a scheduled staff is not able to report to work, the on-site staff may be required to stay at the site until relief staff can arrive and relieve them of their duties. Consumers who require 24-hour care may not be left unattended.
23. *Transports residents to planned services, or arrange and train transportation skills, s applicable. Transportation duties require availability of personal car for business use. Supplies acceptable driving record to management in order to transport participants.
24. *Acquires and maintains valid certification in First Aid, CPR, Medication administration, CPI in order to ensure the safe and efficient operation of the program and/or the residence and to comply with state and federal residential staffing

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- requirements.
25. *Incumbent must have the energy, stamina, and mobility to meet the community integration /domestic skills and personal care needs of consumers. Able to physically assist individuals to evacuate from a building in the event of an emergency.
 26. *Reads all consumer, in house, team, division and agency information/communications.
 27. *Other job related duties as assigned by the program manager, director, division director and/ or other designated supervisor
 28. *Addresses behavior interventions using positive programming methods; adheres to the agency policies and Human Rights Guidelines. Staff interventions will include teaching alternative behaviors, using prevention or de-escalation strategies as outlined by the Region Ten CPI training. Physical restraints will be used as a last resort to protect the client or others from harm. Staff must use methods as outlined in the CPI training class.
 29. * When implemented by Adult Developmental Services, participates in mandatory overtime rotation.
 30. *Performs lifting procedures following specific trained guidelines. Uses adaptive equipment to assist with mobility and lifting needs of the clients.
 31. Assists program manager is acquiring staffing coverage to meet program needs.

QUALIFICATIONS:

Preferred qualifications: an Associate's Degree or equivalent education preferred plus two years of applicable work experience in human services. In lieu of either preferred educational or work experience, must possesses required KSAs which include a sound understanding of person centered services and person first thinking, comprehension of techniques of behavior plan implementation, skills at communication with consumers, families and interdisciplinary providers.

To ensure the safe and efficient operation of the residence, a valid Virginia Driver's License and an acceptable driving record as issued by the DMV are required. For resident related use of a personal auto, a certificate of valid personal automobile insurance must be provided. Additionally, the incumbent must be able to perform all duties including physically assisting individuals with wheelchair transfers, which will require lifting, and assistance with personal care/hygiene tasks. In addition, the incumbent needs to possess the following knowledge, skills, and abilities:

Knowledge of: characteristics of developmental disabilities, autism, epilepsy, cerebral palsy, mental illness, sexual abuse; counseling techniques with verbal and non-verbal persons; identifying problems/needs of clients across a wide range of skills, health, emotional needs; writing individual program plans; physical intervention techniques; nutrition/health guidelines; behavior modification (non-aversive strategies); sign language (augmentative language systems); basic First Aid and CPR.

Skills in: Communication and leadership; assessing living skills, development levels, adaptive behaviors, evaluating appropriateness of client programs and progress of programs; training people with a broad range of disabilities; recognizing warning signs of consumer escalating behaviors, counseling, and discussing problems and issues with clients; computers and keyboarding.

Abilities to: relate to people; understand development; work with others as a team; listen and communicate effectively; follow procedures for proper medication administration; be flexible; react quickly using sound judgement in all kinds of stressful situations; interpret and understand situations in a firm and consistent manner; apply principles and procedures from related fields to work effectively with new client issues. Follow principles of defensive driving. Organize work day for best service provision and work in absence of consistent on site supervision.

DIRECT CARE PERFORMANCE EVALUATION STANDARDS: This position is evaluated according to the Direct Care Performance Evaluation Standards.

POSITION LOCATION: Various Region Ten City and County Residential Program Sites.

POSITION ORGANIZATION CHART

Program Manager I

I

Direct Support Professional II

GRADE: 7

SCHEDULE: Sunday- Thursday.

Position Description Updated: August 19, 2019

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills and abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date