

POSITION TITLE: Senior Direct Support Professional (B), Meadowcreek

|                     |                                             |                         |                                                      |
|---------------------|---------------------------------------------|-------------------------|------------------------------------------------------|
| <b>CENTER:</b>      | Adult Developmental Services                | <b>DEPARTMENT:</b>      | Meadowcreek Group Day Support & Community Engagement |
| <b>LOCATION:</b>    | 2000 Michie Drive Charlottesville, VA 22901 |                         |                                                      |
| <b>FLSA STATUS:</b> | Non-Exempt                                  | <b>INCLEMENTSTATUS:</b> | Non-Essential                                        |
| <b>GRADE:</b>       | 8                                           | <b>SCHEDULE:</b>        | Full-time                                            |
|                     |                                             | <b>GROUP:</b>           | 30                                                   |

#### 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 individual support plans for adults with developmental disabilities in day support and community settings. The Senior DSP supports full access and participation of individuals in the community based on personal choices and interests. In addition, Senior DSP is responsible for providing support and skill-building services as determined by each individual's ISP and program schedules. Additionally, the Senior DSP 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 or Director and position duties require proceeding alone under standard practices seeking guidance from supervisor as needed. Carrying out position duties requires analysis of facts and determining actions using a wide range of procedures but within the limits of standard practice. The incumbent is required to exercise sound judgment and demonstrate initiative; independence, creativity, leadership and cooperativeness when performing assigned duties and responsibilities. The incumbent works closely with Direct Support Professionals to promote the program mission in compliance with state quality assurances standards, Medicaid Waiver regulations, as well as applicable professional ethics and established Region Ten policies. The Senior DSP is an employee of the Adult Developmental Services Division and may be asked at any time by management to work at any given location as needed by various division programs.

#### MAJOR DUTIES:

The essential functions of this job are starred below (\*) under "Major duties."

1. Development of consumers' comprehensive, individualized support plans; weekly, monthly and quarterly evaluations of all plans.
2. \*Directly implements the individual support plans for consumers in center-based and non-center-based community services; provide systematic skill-building support to increase independence in the areas of social, behavioral, personal care, communication, leisure/recreation, and community living skills; and facilitate social relationships with community members.
3. \*Complete daily documentation for service delivery to include skill-building and support, interventions; observation and response of individuals; medication assistance and other documentation as required by licensure regulations and Medicaid Waiver requirements. Accurately and professionally records data as required by ISP.
4. \*Collects and evaluates weekly data to ensure documentation is accurate and complete. Evaluates and documents weekly progress; completes weekly progress notes on skills building and support outcomes.
5. \*Evaluates and documents progress on individual support plans including skill-building and support outcomes.
6. \*Attends team meetings to discuss and coordinate client's needs and services, and attends interdisciplinary team meetings to coordinate long and short-term goals and services.
7. \*Support individuals to engage with their community to include but not limited to a) optimizing autonomy and choice b) acquire, retain or improve skills necessary to build positive social relationships, interpersonal competence, greater independence necessary to access typical activities and functions of community life such as those chosen by the general population c) build relationships/natural supports within the community d) engage in community life and volunteer work e) opportunities to develop job skills/seek employment f) fostering learning opportunities g) teach skills to manage and use personal resources h) facilitate the development of natural supports i) community engagement must be provided in the least restrictive and most integrated settings according to the individual's person centered plan and choice.
8. \*Assists with the research and development of program curriculum needs; development of training materials. Seeks out additional services/ resources in the community for program participants as needed.
9. \*Assists, supervises and/or trains all clients in personal care skills (i.e., toileting, showering/bathing tooth brushing, topical medications, menstrual care) as needed.
10. \*Transports clients to planned services, or arrange and train transportation skills, as applicable. This requires travel by foot, car, and public transportation as necessary. Transportation duties require availability of personal car for business use.
11. Performs lifting procedures following specific training guidelines. Uses adaptive equipment to assist with mobility and lifting needs of the individual

12. \*Acquires and maintains valid certification in first aid, CPR, medication administration, positive behavior management and crisis intervention in order to ensure the safety of clients to comply with state/federal staffing requirements.
13. Successfully completes required training.
14. \*Ensures the health and safety of program participants.
15. \*Reads all client, team, center and agency communication
16. \*Addresses behavior interventions using positive programming; 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 Crisis Intervention/Behavior Management training.
17. \*Displays professional behavior; works effectively with individuals and team; communicates professionally and with respect to confidentiality, maintains good interpersonal relationships; acts as role model in community settings; has professional communications with community members and partners; works with teammates to problem-solve; and executes services delivery with attention to safety and quality of care.
18. May be required to work at other program locations during scheduled hours to meet consumer needs. Must not leave consumers who require 24-hour care unattended at any time.
19. Other job-related duties or projects as assigned by the Program Manager or Director

## QUALIFICATIONS:

### EDUCATION:

- High School Diploma or GED required
- A four-year degree in a human services field is preferred

### EXPERIENCE:

- Two years' experience in the human services field required

### CERTIFICATION/LICENSE:

- To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided.

### KSAS:

Knowledge of: characteristics of developmental disabilities and Virginia's DD Waivers; person-centeredness, positive behavioral supports, and effective communication, identified potential health risks of individuals with developmental disabilities and the appropriate interventions, community integration and social inclusion, best practices in the support of individuals with developmental disabilities, CPR; medication management; emergency procedures; services available in Charlottesville for resources and back-up for emergencies; standard operating procedures, products, physical assistance support techniques, wheelchair transfers; lifting techniques.

Skills in: recognizing and responding to identified potential health risks; medical emergencies; written and oral communication of "PRN" information to other staff, and other shifts regarding individual support needs; accurately describing and recording data and observations; positive behavioral support; facilitating community integration; and accessing community resources, using universal precautions; physically providing support with personal hygiene, and other daily living skills (using the restroom, mobility, eating, menses care); provide skill-building and support in center-based and community settings; Must have strong communication skills (written and oral), computers and keyboard usage

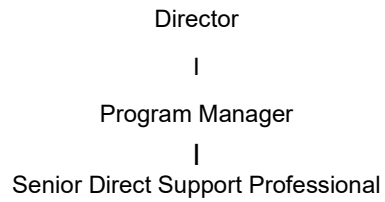
Abilities to: make sound and safe decisions in regards to positive behavioral support, health needs, emergencies; perform work assignments under little or no direct supervision; analyze needs of consumers and respond appropriately; drive defensively, physically assist including lifting and transfers (wheelchairs, etc.) Ability to meet the physical demands of the job and use of assistive devices. Incumbent must have the energy, stamina, and mobility to meet the needs of each individual. Ability to work as a team player to deliver consistent care to clients.



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POSITION ORGANIZATION CHART:



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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

Position Description updated: October 7, 2026