Home Support Professional /Home Attendant Support Professional
Job Description

Personal Care

- Provides support in areas where the program participant does not have or is not willing to use skills that maintain the program participant in a healthy and safe environment.

Household Tasks

- Complete tasks as indicated by client and team
- Collaborate with SLP Support Plan around pertinent issues addressed in these plans (ISP's)
- Schedules appointments at mutual convenience for client and DSP

Team Collaboration

- Willing to alter usual job schedule as requested by the Program Coordinator to further the aims of the program or agency: meetings during "off hours", and responding to non-scheduled client emergencies
- Assists when ask to accompany the client that they support to Doctor and therapy appointments. Uses individual meetings with Lead Worker to maximize the quality of services to clients by keeping the Lead Worker informed about both the progress and problematic areas that have developed. Can demonstrate flexibility in accepting and implementing job assignments and/ or supervisory direction, demonstrates ability to self-initiate job-related activities and following through to completion
- Reports on situations both from the DSP and client perspectives, identifying where the problem is most acute from both points of view
- Keeps the coordinator aware of emerging or critical situations through the use of voice mail on a regular basis

Required Documentation and Reporting

- Hours and expense reporting
- Assist in creating task lists and updates
- Daily narrative documentation and other state mandated paperwork

Attitude and Approach

- Complies with policies addressing client rights and responsibilities, client confidentiality and client abuse
- Establishes a positive and considerate relationships with clients, being respectful of values and varying lifestyle of clients by being non-judgmental and non-interfering in all areas, especially where services have not been requested (i.e. areas not identified on the ISP) Demonstrates proficiency in the use of supportive communication techniques, asking open-ended questions and employing exploratory probes that identify a client's feelings in conjunction with their behaviors and experiences
- Elicits client's ideas and perceptions by being non-directive in order to enhance the individual's ability to identify problems and problem-solving options
- Demonstrates an understanding of the differences between the professional and peer/friendship relationships, maintaining the former in order to facilitate the client's potential for self-sufficiency
- Demonstrates ability to work cooperatively with co-professionals and clerical staff. Is able to work out conflicts with other staff that affect work performance and arranges for consultation from supervisory staff as necessary. Is respectful to all agency staff members and interacts with a sense of team work

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Employee Date