



## Direct Support Professional

### POSITION DESCRIPTION

The Direct Support Professional (DSP) is a non-supervisory position with the primary function of supporting individuals with intellectual and developmental disabilities in their homes, and in their communities throughout King County. The DSP is responsible for daily implementation of the service plan including required documentation.

### ORGANIZATIONAL REPORTING RELATIONSHIPS

**Department:** Supported Living

**Supervisor:** Director of Supported Living

**Other key relationships:** SLP Coordinator, Senior Lead DSP, Lead DSP.

### JOB SUMMARY

The Direct Support Professional provides one-to-one support to the participants who are in the Supported Living program. The DSP is responsible for daily notations and other required documentation. The DSP provides supports which assist in fostering inclusion and independence. The support that they provide should be reflective of The Arc's mission, the Residential Guidelines, and the Washington Administrative codes (WAC). The DSP will advocate on behalf of participants on multiple levels including.

### ESSENTIAL FUNCTIONS

- Assist participant with community inclusion social integration.
- Attend appointments with participant (*medical, housing, ISPs*).
- Quarterly safety logs.
- Assist participant in setting and meeting goals and meeting ISP objectives.
- Assist participant with Housing reviews.
- Assist participant in finding housing.
- Complete required documentation and daily narratives.
- Assist participant in managing their finances as directed by their Independent Financial Plan (IFP).
- Assists participant with home supports (cleaning, cooking, shopping, etc.).
- Assists participant with goals and approaches as directed by doctor/therapist.
- Performs Delegated Medication administration as needed.
- Assist participant with personal care tasks as needed.
- Provide HR Director with documentation of their trainings and certifications as required by the state to maintain employment as a DSP.
- Enter participant appointments in the appropriate area of Therap.
- Strategize and Collaborate with Leads in meeting participant support needs.
- Assist with Orientation of new staff by being an exemplary example and providing information relevant to participant supports to new staff who are shadowing.



- The above is not a comprehensive list of activities, duties or responsibilities required of this position. Management may assign or reassign duties and responsibilities at any time as it deems necessary.

## **QUALIFICATIONS**

### **Education**

High School Diploma or equivalent required.

### **Minimum Qualifications**

- Good communication skills to provide feedback to the supervisor coordinators, savvy in Excel, Word, PowerPoint and Therap.
- The skill set to work both independently and with the Coordinator Team, and the Health Advocate Professional.
- Strong interpersonal and communication skills
- Ability to analyze data and provide recommendations
- Demonstrated ability to work effectively with individuals of diverse economic, ethnic and social backgrounds
- Experienced in using MS Office Suite and data base software.
- Ability to prioritize work, or to ask for help in doing so from the Coordinator.

**OR** a combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

## **PHYSICAL AND OTHER REQUIREMENTS**

- Driver's license or ability to navigate public transportation. Able and willing to work throughout King County.
- Ability to work flexible hours and days is required.
- Ability to pass a criminal background check.

## **SALARY / BENEFITS**

This is an hourly non-exempt position with the opportunity to work full or part time. Benefits available to employees per the rules of each benefit.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Updated March 2019