



Direct Support Professional

POSITION DESCRIPTION

The Direct Support Professional (DSP) is a non-supervisory position which primary function is to support individuals with intellectual and developmental disabilities in their homes and living in the King County region. The DSP is responsible for daily (as assigned) implementation of the service e plan including required documentation. Supports the agency's efforts to undo institutional racism, build cultural competence, and serve an increasingly diverse population.

ORGANIZATIONAL REPORTING RELATIONSHIPS

Department: Supported Living

Supervisor: Director of Supported Living

Other key relationships: Assigned SLP Coordinator

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 associated record keeping. They are to provide supports which assists in fostering inclusion and independence. The support that they provide should be reflective of the Residential Guidelines and the Washington Administrative codes (WAC). Advocating on behalf of participants on multiple levels.

ESSENTIAL FUNCTIONS

- Assist in community inclusion social integration.
- Attend appointments (*medial, housing ISPs*).
- Quarterly safety logs.
- Assist in goal setting and meeting ISP objectives.
- Assist with Housing reviews.
- Assist in finding housing.
- Ongoing documentation and daily narratives.
- Assist in managing client finances as directed by that individuals IFP.
- Assists participants with home supports (cleaning/cooking).
- Assists with goals and approaches as directed by doctor/therapist.
- Performs Delegated Medication administration if needed.
- Assist in Personal care tasks as needed in behalf of the individual being supported.
- Provide paperwork associated with trainings and current certifications for agency.
- Enter appointments in Therap data base.
- Help participant pursue goals as identified in the ISP.
- Strategize and Collaborate with Coordinators in meeting participant support needs.
- Mentors and assist with Orientation of new staff.
- Accompany participants to Doctor Appointments.



- 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

Associate or Bachelor's Degree preferred

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.

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, able and willing to drive, navigate, and work throughout King County.
- Emotional and physical health sufficient to meet the demands of the position offered.
- Some presence in the office during work week and ability to work flexible hours and days is required.
- Ability to pass a criminal background check.
- Strength sufficient to lift 25lbs.

SALARY / BENEFITS

This is an hourly full or part-time non-exempt position with full benefits for full time and pro-rated benefits for part time

Employee: _____ Date: _____

Department Director: _____ Date: _____

Executive Director: _____ Date: _____

Written September 2014