

## Direct Support Professional

### Job Responsibilities

The DSP will be responsible for the following duties for providing direct care to Clients/Residents:

A general summary:

1. Read and follows the established plan of care which may include:
  - a. Communication skills and barriers
  - b. Observation, reporting and documentation of resident status, and the care or service furnished
  - c. Reading and recording of temperature, pulse, respiration and blood pressure
  - d. Basic infection control procedures
  - e. Basic elements of body functioning, changes in body function, injuries and other changes that must be reported to clinician
  - f. Maintenance of a clean, safe and healthy environment
  - g. Recognize emergencies and knowledge of emergency procedures
  - h. The physical, emotional, cognitive and developmental needs of and ways to work with the populations served, including the need for confidentiality and respect for the resident, his or her privacy and his or her property
  - i. Commonly used health technology equipment and assistive devices
2. Demonstrate appropriate and safe techniques in personal hygiene and grooming that include:
  - a. Bathing
  - b. Hair care/shampoo
  - c. Nail and skin care
  - d. Oral hygiene: teeth, gums and oral prosthetics
  - e. Hearing aids
  - f. Toileting and elimination
  - g. Safe transfer techniques and ambulation
  - h. Normal range of motion and positioning
  - i. Adequate nutrition and fluid intake, including assistance with eating
  - j. Assistance with dressing and undressing
3. Perform additional delegated tasks, including medication administration, upon completion of instruction and return demonstration.

4. Understands and incorporates person-centered principles in working with residents, resident representatives, and family members.
5. Prepare meals, including modified diets and food safety.
6. Complete household chores.
7. Is aware of good safety practices, including but not limited to:
  - a. Body mechanics
  - b. Falls prevention
  - c. Reporting of defective equipment or hazards
  - d. Wiping spills or wet floors immediately
  - e. Using Universal Precautions and appropriate infection control measures
  - f. Knowledge of emergency procedures
  - g. Reporting incidents/accidents to the RN and/or Management on day of occurrence
8. Participates in care conferences with other members of the health care team.
9. Maintains absolute confidentiality of all information pertaining to Residents, families and employees.
10. Documents as indicated in clinical record.
11. Demonstrated awareness of professional boundaries and cultural diversity.
12. Plans and facilitates activities for residents to enhance socialization.
13. Assists with personal communication skills as needed.
14. Promotes a safe and comfortable environment for the residents while respecting the resident's dignity and privacy.
15. Recognizes and manages own stresses, which may affect work performance.
16. Participates in in-service educational programs, as required by state regulations.
17. Performs additional duties as assigned by RN/ Management.
18. Adheres to all company policies and procedures.

**More extensive in detail but not limited to:**

**Training**

- Completes and maintains all required State mandated trainings such as Medication Training, CPR / First Aid, Behavioral Principles and Strategies (BPS) and all State CORE trainings within 30 days of employment
- Attends meetings and training sessions as required by State and the company
- Completes annual trainings related to consumers' ISP, BSP and related plans
- Provides transportation to and from activities

- Assists in the implementation of individual plans for individuals and behavioral plan goals
- Assists individuals in the pursuit of recreational, social and community activities based on their preferences and individual plans
- Assists and encourages individuals in the establishment of social networks
- Promotes participation and involvement in community outings
- Works all assigned schedules, including but not limited to: arriving and departing on time, requesting time off in advance, and notifying your supervisor of changes to your assigned work schedule
- Ensures each individuals' rights are protected
- Treats individuals with dignity and respect

### **Daily Living Activities**

- Administers medications and/or med set up to individuals as assigned
- Observes individuals for any changes in behavior or health that may have resulted from medication administration
- Ensures individuals are dressed neatly and appropriately and are groomed at all times
- Assists and encourages individuals to care for immediate personal needs such as toileting, washing their hands, and eating
- Prepares nutritional meals based on individual needs and preferences
- Encourage individuals to assist in the preparation of meals and snacks as appropriate to their individual plan and behavior plan
- Keeps residence – both interior and exterior – and resident personal space clean, organized, and tidy and encourage them to participation in home beautification and upkeep as appropriate according to their individual plans
- Teaches individuals daily skills such as household chores, laundry, cleaning, and washing dishes, as appropriate according to their individual plan

### **Communication**

- Observes individuals for evidence of injury or bruises and evaluates for changes in emotional and physical status
- Reports any noted problems to the Program Manager/ Site Manager immediately and complete a written incident report form
- Reports all medical related incidents to the Program Manager/ Site Manager and the nurse
- Maintains resident confidentiality
- Communicates with management when items related to individuals' personal needs and personal space needs to be purchased

### **Teamwork**

- Assists the Program Manager in the preparation for the annual Individual Planning Meeting
- Treats all individuals and coworkers and with dignity, respect, and fairness
- Provides support to other team members when individuals are having behavioral issues

### **Documentation**

- Documents all T-log, including but not limited to: individual plan data, behavior plan data, community integration logs, assessments, individual funds requests, mileage logs, maintenance requests forms, and supply acquisition forms
- Documents individual's health in R Task (i.e. seizure, weight, bowel movements, fluid intake), including but not limited to daily communication/interactions, etc.
- Ensures that all documentation is completed accurately and in a timely manner

- Ensures Medication Administration Record (MAR) entries are completed daily
- Completes communication T-logs during shift
- Clocks in and out before and after every shift and submits Leave Request forms when applicable

### **Safety**

- Assists individuals when entering and exiting vehicles while on community outings, as well as entering and exiting the building safely
- Supervises mealtimes based on individual needs, especially those identified as a risk for choking
- Observes appropriate staffing ratios as directed by the ISP
- Reports unsafe conditions, environment, and equipment to the Program Manager/ Site Manager
- Follows safety protocols to foster a safe working environment

### **Experience/ Job Skills Requirements:**

- High school diploma
- 18 years of age or older
- Ability to pass a standard company Background Study
- Home Health Aide course completion preferred
- Successful completion of all required company trainings
- Valid Driver's License
- Must be able to read, write, comprehend and carryout direction and instructions
- Able to function effectively with minimal direct supervision
- Good health status and emotional stability
- Demonstrate a strong commitment to Resident service and service excellence
- Ability to work days, evenings, weekends, and holidays, as needed