**Job Description – Direct Support Professional 1099**

**PERSONAL SUPPORT/COMMUNITY DEVELOPMENT PROGRAM**

**Reports to:** Program Administrator

**General Description of Duties and Responsibilities:**

- Direct Support Professional staff are responsible for maintaining a safe, supportive environment that fosters the Individuals’ personal growth and facilitates the development of ADLs, community awareness and safety skills.

- DSP’s primary role is to provide appropriate supports that are tailored to the wants and needs of the Individual. Such actions foster independence in the consumer.

- Direct Support Professional are expected to recognize when an Individual is in a crisis and be able to utilize appropriate reporting protocols.

- Direct Support Professional should follow non-smoking policy while working in the Individual’s home.

- DSPs should not conduct personal business while working with individuals. This includes phone calls, texting, e-mail, and meeting with others not related to individual or their care.

- Direct Support Professional must complete all required documentation daily when working with individuals. All documentation is to be submitted to the CCI, Inc. Main office as director by Program Administrator.

-Direct Support Professional must report to immediately program office any situations that involve the health and safety of the individual as well as their general daily living routine and practices.

- Direct Support Professionals are legally liable for the Individual when working the assigned schedule.

- DSP will be respectful of the rules and practices of the family while working inside the individuals’ home.

-Direct Support Professional are assigned to work with individuals by CCI, Inc. administrator. They must follow the company established protocols, the individual's goals and other provisions as documented in Person Centered Plan or other relevant documentation.

- Direct Support Professional are not allowed to administer medications or provide any medically related services and render medical advice.

-Direct Support Professional are not paid for mileage for business related driving as those expenses where authorized are included in the DSP wage hourly rate.

**Specific 1099 DSP Staff Duties:**

1. Assist/monitor/teach individuals with preparation of daytime activities; encourage good personal hygiene, and behavior appropriate in their home or apartment.
2. Assist Case Manager in the assessment of each Individual(s) abilities, interests and need areas toward independent living. Assist Case Manager in the development of the PCP. Staff behavior and interaction with individuals shall be directed towards the attainment of goals set forth in the PCP.
3. Assist/monitor/teach Individuals(s) in budgeting and money management skills.
4. Assist/monitor/teach Individuals engaging in daily chores in further development of ADL skills appropriate for Individuals’ level of functioning.
5. Assist/monitor/teach Individuals as needed grocery shopping, menu planning, meal preparation and clean up.
6. Meet with Individuals (as needed) on an individual basis to discuss concerns or problems.
7. Handle emergency situations appropriately. Utilize crisis interventions protocols when necessary.
8. Teach and/or support Individuals in utilizing public transportation. Transport individuals to appropriate appointments only when necessary (i.e. person requires assistance at appointment).
9. Perform daily record keeping (i.e., data collection, daily logs). Exchange information with other support staff assigned to work with the Individual.
10. Teach and be supportive of a healthy lifestyle for Individuals in services
11. Teach relationship building skills.
12. Teach community Inclusion; assist Individuals in joining community organizations of their choice.
13. Teach problem solving skills/resolving conflicts.
14. Provide leisure/recreational/athletic activities of Individual(s) choice, increase Individual’s self-initiative in such activities.
15. Teach/monitor Individuals self-management skills (in health and behavior management).
16. Teach Individuals fire safety and emergency skills in accordance with appropriate protocols.
17. Provide opportunities for Individuals to have choices, make decisions in daily living and their future goals (i.e., assist individual in day-to-day decisions).
18. Assist in creating natural supports for Individuals.
19. Assist Individuals in building their self-esteem.
20. Encourage empowerment.
21. Report any incidents of abuse, neglect and exploitation in accordance with appropriate IR & PORII Policies and Protocols.
22. Attend Individual and inter-agency staff meetings related to Individuals at all times when scheduled.
23. Attend scheduled DSP staff trainings when scheduled.
24. Perform other duties as assigned.

**Qualifications:**  
1099 Direct Support Professional staff plays a critical role in the overall success of service delivery. As “natural role models”, Direct Support Professional must have the following personal qualifications:

1. Autonomy – ability to work without immediate supervision.
2. Interpersonal sensitivity (objective awareness of others, tactful interaction, ease in establishing limits).
3. Reliability
4. Flexibility
5. Insight and the ability to articulate it.
6. Good judgment, including the ability to evaluate, make decisions, and anticipate consequences.
7. Initiative and motivation to learn.
8. Valid Driver’s license.
9. All DDA, Person Centered. CPR & First Aid& CCI, Inc. Mandated trainings completed prior to working with assigned individuals
10. Absolutely no criminal records.

The minimum professional qualifications for the Support Staff/Direct Care position are a High School Diploma and one year of Human Service work experience.

I fully understand and will comply with the above job duties as assigned.

Staff Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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