

UKIAH VALLEY ASSOCIATION FOR HABILITATION

Job Description

JOB TITLE: DIRECT SUPPORT PROFESSIONAL (INSTRUCTIONAL STAFF)
LOCATION: RURAL ADULT PROGRAM V, ENHANCED
DEPARTMENT: 950
SALARY LEVEL: RANGE E
REPORTS TO: PROGRAM MANAGER
FLSA STATUS: NON-EXEMPT
PREPARED BY: PROGRAM DIRECTOR
APPROVED BY: BOARD OF DIRECTORS
APPROVED DATE: 8/17/21

SUMMARY

Under the direction of the Program Director and Program Manager, the Direct Service Professional (DSP) will coordinate individual programs of persons served and provide instruction in the areas specific to individual program participants objectives. Occasionally, works with persons served in the community. Specialized instruction based on individual service needs and choice. Persons often require significant assistance due to physical impairments. This position holds no supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provide supervision, support and instruction to one or more person served in a variety of activities and environments in a positive and constructive manner.
2. Follow and implement exercise regimens as directed.
3. Participate in the development and implementation of goals and objectives for designated individuals.
4. Develop, write, and modify individual instructional plans to address identified goals and objectives.
5. Collect and evaluate data and maintain progress notes in areas of instruction.
6. Develop and maintain necessary documentation, write reports and complete filing as required.
7. Provide individuals with needed assistance in toileting and eating.
8. Maintain a safe and hygienic working environment.
9. Attend all meetings as required.
10. Maintain a positive working relationship with local agencies, parents, customers, and care providers.
11. Assist individuals with community integration.
12. Assist with medication administration for individuals.
13. Provide an array of services needed to achieve persons served goals and objectives including: job analysis and/ or task analysis; vocational assessment and/or other assessments; on the job training and/or other systematic instruction.
14. Assist individuals with self-advocacy.
15. Align work behavior with U.V.A.H.'s Mission, Code of Ethics and Values.
16. Notify supervisor or manager the same day if you do not get a lunch or break.

QUALIFICATIONS AND REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School Diploma or G.E.D. AA Degree in Education or Human Services may be beneficial. Experience in instruction and/or providing direct services to people with developmental disabilities preferred. Experience and/or knowledge of physical therapy and behavior modification desired.

LANGUAGE SKILLS:

Ability to read and interpret documents such as Physical Therapy orders, exercise routines, Individual Program Plans, psychological evaluations, annual reports, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

SPECIAL SKILLS:

Interpersonal skills: communication, advocacy, supervisory. Ability to work a flexible schedule. Ability to negotiate and coordinate work-related issues with employer/employee/significant others.

REQUIRED:

Valid California driver's license.
Two years driving with a valid drivers licence
Clean DMV record
First Aid and CPR certification
Must have criminal record clearance from licensing agency

OTHER SKILLS AND ABILITIES:

Can be relied upon to work alone in the community without direct supervision
Is capable of working with a flexible schedule and as part of a team
Can implement instructional and behavioral plans based on individual objectives and class assignments as required
Capable of being reliable, trustworthy, responsible and punctual
Ability to maintain a mental disposition and overall outlook that is positive, open, and supportive of others.

CULTURAL COMPETENCY

Recognize how personal values may conflict with or accommodate the needs of diverse clients and co-workers and strive to effectively and respectfully interact with individuals served, families and caregivers, co-workers and other stakeholders from a wide range of cultures and backgrounds.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, climb or balance, and talk and hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 30 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to cleaning agent fumes.

WORK ENVIRONMENT:

Most of the the day is spent indoors working closely with others. Occasionally, time is spent in the community transporting people served by driving company vehicles. Exposure to climatic conditions, heat, cold, humidity, dampness, sun, pollens, etc. Activities include walking, standing, climbing stairs, lifting/carrying supplies for persons served lifting and moving people in and out wheelchairs and pushing wheelchairs. Work closely with others; sit for periods of time in meetings; produce work on computers/office equipment. The noise level in the work environment is usually moderate.

I have read the above described job description and understand the duties and responsibilities described therein.

Employee Signature

Date

Employee Name (printed)

