

Ukiah Valley Association for Habilitation Job Description

Job Title: L.I.F.E. Direct Support Professional
Department: L.I.F.E. Services
Salary Level: Range E
Reports To: Program Manager
FLSA Status: Nonexempt
Prepared By: Executive Director
Approved By: Board of Directors
Approved Date: 8/17/21

SUMMARY

Provides support and positive role modeling for persons served to participate in activities and receive services in community settings. Activities and services are defined by the person served in his or her Individual Service Plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

1. Provide group and/or individual support in the community as identified in the person's Individual Support Plan.
2. Assist and participate in individualized curriculum development and implementation.
3. Facilitate and develop activities to build natural relationships, skills, and experience in the community. Travel with and/or transport persons served throughout the local community.
4. Develop and expand persons served participation in typical and generic community activities chosen by persons served.
5. Act as advocate on behalf of persons served.
6. Complete required forms and accountability documentation such as incident reports, case memos, learning logs, data collection sheets and other required documentation.
7. Maintain a professional relationship with persons served, family members and others. Represent U.V.A.H. in the community in a professional manner.
8. Implement behavioral intervention plans when needed to assure persons served safety and promote learning.
9. Perform other duties as assigned to assure efficiency of program services.
10. Align behaviors with UVAH Mission, Vision, and Code of Ethics.
11. Take lunch and breaks daily and notify supervisor or manager the same day of a missed lunch and/or break.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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, G.E.D. or equivalent. Previous experience in any of the essential areas; training or work with people with developmental disabilities desirable.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, persons served, and other employees of the organization.

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 percentages.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CULTURAL COMPETENCY

Recognize how personal values may conflict with or accommodate the needs of diverse clients and coworkers 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.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California driver's license and DMV printout

CPR and First Aid certification preferred

ProAct certification preferred

Must have criminal record clearance from licensing agency

OTHER REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. A belief that all people are valued members of the community.
2. An understanding of the principles of self-determination and a commitment to community inclusion.
3. Ability to work independently and cooperatively as a member of a team.
4. Knowledge and understanding of alternative communication and assistive technology.
5. Ability to be flexible with scheduling and work in a person served driven environment.
6. Strong interpersonal skills. Ability to work with a diverse population.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Extensive travel around town; use of public transportation where possible; exposure to climatic conditions, heat, cold, humidity, dampness, sun, pollens, etc., lifting/carrying supplies for persons served supports to and from locations, walking, standing, physical, visual/auditory acuity, climbing stairs, (work alone as well as closely with others, sitting for periods of time in meetings; produce work on computers/office equipment).

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

Employee Signature

Date

Employee Name (printed)

