

JOB DESCRIPTION

JOB TITLE	Direct Support Professional (DSP)	Date of Last Modification	12/05/2024
Department	Residential		
Reports to	Residential Supervisor		
Supervises	N/A		
Pay Range	\$21.00- \$26.00		
Work Schedule Status	Full Time	X	Part-Time or On-Call
	Regular Position	X	Temporary Position
Classification	Non-Exempt	X	Exempt

Exceptional Foresters Inc. (EFI) is an equal opportunity employer. It considers all applicants without regard to race, color, national origin, religion or creed, gender, disability, marital status, familial status, age, sexual orientation, gender identity, or any other protected characteristic.

1. Purpose of Position

The Direct Support Professional is responsible for creating a safe, positive, and encouraging atmosphere for the client. The Direct Support Professional provides the supported individual with opportunities and encouragement for activities that promote physical and mental health, independence, and decision-making skills. Direct Support Professionals provide instruction on tasks to promote a more independent and fulfilling lifestyle.

2. Essential Duties and Responsibilities

- Use Person-Centered and DDA Guiding Values (Integration, Status, Relationships, Power and Choice, Health and Safety, and Competence to support individuals in all areas of life. Provide clients with opportunities to work toward their goals. Provide opportunities for community integration and inclusion.
- Participate actively in the client’s care planning, serving as the client’s closest advocate in directing their care and honoring their preferences.
- Consistently work with all household team members, led by client and family preference, to meet the needs and desires of all household clients.
- Provide instructional support in health and safety, personal hygiene, meal planning and preparation, home management, finance, shopping, emergency procedures, problem-solving, and communication.
- Support clients in self-care and provide care as necessary for those unable to care for their needs. Attend to all client personal hygiene and personal care needs, including but not limited to grooming, hygiene, dining and nutrition, mobility, elimination,

Psychosocial needs and safety. Follow universal precautions, proper infection control, sanitation and safety standards of practice in all work and activities.

- Assist individuals with administration of medications using the 5 rights of medication.
- Observe clients closely, identifying changing needs and conditions at first indication, and report immediately to Medical Coordinators and Supervisors via Scomm and complete a GER
- Direct Support Professionals must be in the immediate vicinity of the clients they are scheduled to support at all times, even during breaks, unless formally stated otherwise in client support plan.
- Complete all required documentation and reports by the end of scheduled shift unless given other approval:
 - General Event Reports (GER)
 - T-Logs
 - SComm
 - Behavior Event Reports(BER)
 - Medication Administration Record Sheets (MARs)
 - Repair requests,
 - Purchase requests
 - Goals
 - Health tracking
 - Medication/money count
 - Financial documentation
 - Any other required documentation.
- Uphold responsibilities as a mandatory reporter; report suspected abuse or neglect to the appropriate agencies within the required timelines. (i.e., CRU and law enforcement). Complete necessary documentation (i.e. GER) and notification to supervisor.
- Checks Scomms at least daily and acknowledges all communications from team members and EFI administrators while on the clock
- Attend all meetings and additional training as required.
- Accurately complete and finalize timesheets on PAYCOM by Monday mornings at 9:00am.
- Complete 12 hours of continuing education (CE) training per year.
- Maintain requirements for credentials (NAR, CNA, HCA, etc.)
- Travels to supported living homes and EFI office buildings as assigned and scheduled
- Follows proper chain of command when needed
- Performs other duties as assigned.

3. Position Requirements, Competencies, and Qualifications

- Must be 18 years of age or older;
- Ability to understand and follow written and verbal directions;
- Ability to work independently and cooperatively with others;
- Maintain a valid Washington State driver's license and eligibility for company

vehicle insurance.

- Must pass a background check as required by Developmental Disability Administration (DDA) Policy 5.01 and the Washington State Department of Health.

3.1 Education

- High School Diploma, GED equivalent required.

3.2 Experience

- No prior experience necessary

3.3 Unique Expertise/Certification/Registration

- Must complete 40 hours of CORE Residential Services Curriculum and 30 hours of population-specific training within 120 days of hire.
NAR Certification is a condition of continued employment.
- Must pass an assessment of client plans and company protocols with a minimum score of 80% or higher.
- Nurse Delegation- must complete or provide proof of current nurse delegation qualifications and be delegated by Delegating Nurse with written instructions before DSP can assist with any nurse delegation task.
- Obtain and maintain CPR and First Aid in accordance with WAC.

3.4 Personal Qualifications

- Willingness to cooperate with the aims of DDA.
- Respect for people from various cultures and backgrounds.
- Ability to maintain professional boundaries

4. Working Conditions

1. Environmental parameters:

- a. Ability to work in a client's private home environment.
- b. Ability to drive/accompany clients to medical appointments, for essential shopping, community activities, etc.

2. Physical demands:

- a. Requires various abilities, including standing, walking, sitting, bending, flexing, lifting, twisting, stooping, kneeling, reaching, stretching, pushing, pulling, and climbing stairs;
- b. Ability to exert up to 50 pounds or more of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move a client or an object;
- c. Gross and fine motor abilities sufficient to perform required functions of client care; hand-wrist movement, hand-eye coordination, and simple firm grasping required for fine motor skills and manipulation; fine and gross finger dexterity required.

5. Physical Requirements

A. COGNITIVE

1. Analytical:

- a. Ability to establish facts and draw valid conclusions; and
- b. Ability to interpret a variety of instructions furnished in written and verbal form.
- c. Ability to problem solve
- d. Ability to perform basic math functions.

2. Communication:

- a. Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position;
 - b. Ability to record and deliver information.
 - c. Ability to speak distinctly and listen carefully to communicate effectively on all levels with clients, families and EFI staff; and
3. **Administrative Detail:**
- a. Ability to complete timecards and submit punch requests accurately.
 - b. Ability to complete and follow instructions on electronic timekeeping.
- B. MANUAL**
- 1. **Motor coordination:**
 - a. Gross and fine motor abilities and hand-eye coordination sufficient to perform required functions of patient care.
 - 2. **Finger dexterity:**
 - a. Ability to pick, pinch or otherwise work with fingers to perform required functions of client care.
 - 3. **Manual dexterity:**
 - a. Ability to seize, hold, grasp, turn, or otherwise work with hands to perform required functions of client care.
- C. VISUAL**
- 1. **Near Vision:**
 - a. Clarity of vision at 20 inches or less
 - 2. **Mid-Range Vision:**
 - a. Clarity of vision at distances of more than 20 inches and less than 20 feet.
 - 3. **Far-range Vision:**
 - a. Clarity of vision at 20 feet or more.
- D. AUDITORY**
- 1. Ability to hear clients throughout clients' homes to detect pain signs and symptoms and indicate needs.

Note: The requirements for this position indicate the physical and mental capacities needed to perform the position's duties satisfactorily. Reasonable accommodations, as required by the Americans with Disabilities Act, will be granted wherever possible.

The above job description is not comprehensive. The job responsibilities may include other duties. This job description also does not constitute an employment agreement between EFI and the employee. EFI may change the job duties as it determines to be necessary or useful to meet its needs.

I have reviewed this document and understand the responsibilities of this position.

Printed name, Signature & Date