



Role Description

November 01, 2003	December 01, 2012
November 01, 2005	November 23, 2013
November 01, 2006	November 22, 2014
July 1, 2008,	October 24, 2015,
November 1, 2009	November 18, 2016
June 01, 2010	November 17, 2017
November 01, 2011	October 13, 2018

Title: Direct Support Professional

Department; Residential

Location: CILA Location/ Illinois

Reports to: Regional Director

Position Summary: To achieve a homelike, community integrated living environment based on values of individual self-worth, dignity, equality and respect for maximum participation in routine everyday activities, experiences and challenges by providing functional skills training, social/interpersonal experiences, therapies, health services, community support activities and opportunities for community inclusion to developmentally disabled adults who reside in a community residential setting under Departmental of Human Services licensing rules and applicable federal regulations in order to assure maximum normalized living, independence and self-reliance over the individual's lifespan.

To improve or assure consistency in attained functional skills and provide structures community, social and interpersonal experiences/activities for normalized living and personal growth.

Duties:

- Client: Trains/coaches/assists individual in personal hygiene and ADL skills, bathing, toileting, shaving, etc., using instructional methods according to individual needs and goals in order to obtain further development in independent functioning.



- Trains/coaches/assists individual in eating meals or meal preparation and clean-up including swallowing, chewing, use of utensils, meal preparation, etc., using instructional methods according to individual needs and goals in order to obtain and maintain further development in independent functioning.
- Trains/coaches/assists individual in dressing skills including putting on or taking off clothing, manipulating fasteners, identifying types of clothing, personal possessions of clothes, etc., using instructional methods according to individual needs and goals in order to obtain further development in independent functioning.
- Trains/coaches/assists individual in communication skills including eye contact, tracking speaker or object, language development, use of argumentative communication devices, etc., using instructional methods according to individual needs and goals in order to obtain further development in independent functioning.
- Trains/coaches/assists individual in mobility skills including development of walking, use of wheelchairs, walkers, canes or other equipment supporting mobility using instructional methods according to individual needs and goals in order to obtain further development in independent functioning.
- Trains/coaches/assists individual in appropriate interpersonal interactions and social situations including eye contact, proper holding and touching, facial responses to others, playing meeting others, etc., using instructional methods according to individual needs and goals in order to obtain normalized individual development and normalized socialization.
- Implement activities, situational experiences or leisure time for individuals using necessary equipment, vehicles, events or sites in accordance with daily routine, written schedule or QMRP's instructions according to individual interests, needs and goals in order to obtain normalized development, normalized socialization, and for fun.
- Accompanies individuals on medical appointments, field trips, appointments or events away from home site using necessary vehicles or public transportation in accordance to individual needs, goals, and planned events or in emergencies following instructions from QMRP, Nurse or Supervisory personnel to maintain health, safety and welfare.
- Organizational: Discusses individual's response to IPP implementation, significant events or individual's participation in everyday activities with QMRP, IDT staff or supervisory staff in accordance with prescribed procedures in order to accomplish organizational related to agency requirements and state or federal guidelines.



- Collects specific information from individual's relations, co-workers who have contact with the child, and monitors individual's records, etc. in order to accomplish organizational objectives related to agency requirements and state or federal guidelines.
- Establishes lesson plans for training areas assigned and files/updates records in individual's charts in order to accomplish organizational objectives related to agency requirements and state or federal guidelines.

General Duties:

- Reinforces proper behavior, communication/language, interpersonal exchange, etc., in order to obtain normalized development or improve independent functioning.
- Supports and encourages everyday use of learned skills and abilities as part of the natural daily routine in order to maximize normalized development and independent functioning.
- Performs health related tasks including taking blood pressure/temperature, checking skin condition, colostomy care assistance, positioning, etc., using prescribed procedures or following QMRP/Nurse instructions in order to maintain each individual's health, safety and welfare.

Organizational:

- Exchanges with, receives from or provides to diagnostic staff, colleagues or supervisor information about the individual or individual's program in verbal or written format as required in order to maintain records, plan or implement services.
- Formulates individual's objectives and evaluates individual's performance on assigned objectives examining outcome against states criteria, using rating scales, tracking sheets, monthly progress reports, etc., in order to ensure personal growth and improvement in specific skill acquisition.
- Completes required reports, forms, progress notes, etc., using performance records and established guidelines in order to fulfill agency requirements.
- Performs regular census using required forms at designated times in order to ensure the day-to-day functioning of the unit and to comply with guidelines.
- Participates in various regularly scheduled duties first aid, bus duty, break duty, dining duty, fire and tornado drills, etc., in accordance with assigned schedules and regulations in order to ensure the health, safety and welfare of the individuals.



- Achieves competency or certification in first aid, C. P. R., Medication Administration tasks or other required skills within prescribed timeframes in accordance with agency's policies and procedures in order to fulfill agency requirements and to ensure the health, safety and welfare of the individuals.
- Inspects/monitors individuals for appropriateness or status of clothing, personal hygiene, behavior, skin condition, etc., in reference to standards and taking corrective action following prescribed procedures if required in order to maintain the health, safety and welfare and maintain the dignity, self-respect and self-esteem of each individual.
- Substitutes for absent co-workers in performance of assigned duties with direction from supervisor in order to ensure the day-to-day functioning of the unit.
- Performs miscellaneous duties as assigned by supervisor in order to ensure day-to-day functioning of the unit.
- Other duties as assigned

Minimum Requirements:

Education/Experience:

- High School Diploma or GED.

Skills/Knowledge:

- Follows methods and procedures in delivery of instructional, training and support services.
- Knowledge of and implementation of each designated individuals' needs, goals, interventions and supports.
- Completion of required records keeping, reports and assignments.
- Quality of interactions with supervisor, unit staff, individuals and outside individuals.
- Efficient/cost effective use of time, materials and human resources.
- Quality of coordination of work and monitoring of work performance.
- Proficient in word processing, data base management, and spreadsheet, e.g., Word Access or Excel.
- Must possess strong interpersonal skills.
- Must possess a valid driver's license
- Must possess current vehicle insurance
- Must be over 25 to operate an agency vehicle.



Physical Demands:

- May be required to frequently sit for extended periods.
- May be required to infrequently lift/move objects weighing up to 25 pounds.
- Must possess the ability to communicate effectively (verbally and in writing) with Agency supervisors, co-workers, benefit providers, and clients.
- Must have visual, hearing, and learning capabilities sufficient to perform the essential functions defined above.

Environment and Scheduling:

- Work performed in well-lit, confidential environment.
- May be required to meet with individuals and/or staff throughout the Agency's facilities.
- Duties may involve contact with individuals who may be hostile, dangerous, threatening, aggressive and/or under the influence of drugs or alcohol.
- Scheduled work hours are 7:00am to 3:00pm; 3:00pm to 11:00pm; 11:00pm to 7:00am, or as assigned.

Employee Print Name: _____

Signature: _____ Date: _____

Supervisor Print Name: _____

Signature: _____ Date: _____