



# FAMILY SERVICE FOUNDATION, INC.

Encouraging Growth, Changing Lives,  
& Enriching our Community

## FAMILY SERVICE FOUNDATION, INC.

### JOB DESCRIPTION

Job Title	DIRECT SUPPORT PROFESSIONAL	Job Code	640600
Department	DEVELOPMENTAL DISABILITIES	Supervisor	COM. LIVING MANAGER
Education Level	HIGH SCHOOL DIPLOMA	Date Updated	JANUARY 2016
Work Schedule	FULL TIME / PART TIME	Salary	

### POSITION SUMMARY:

The Direct Support Professional is responsible for a variety of duties related to the overall care of individuals with developmental disabilities who reside in Family Service Foundation (FSF) residential programs. This includes direct care of program individuals and implementation of individual plans (IP) and behavior plans (BP). Direct Support Professionals are required to perform all duties in accordance with State of Maryland regulations and FSF policies and procedures.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Training

- Completes and maintains all required State mandated trainings such as Medication Technician Training Program (MTTP), CPR / First Aid, Behavioral Principles and Strategies (BPS) and all State Developmental Disability Administration (DDA) CORE trainings within 90 days of employment;
- Attends meetings and training sessions as required by DDA and FSF;
- Completes annual trainings related to consumers' IP, BP and related plans;

#### Daily Programing

- Provides transportation to and from activities;
- Assists in the implementation of individual plans for individuals and behavioral plan goals;
- Assists individuals in the pursuit of recreational, social and community activities based on their preferences and individual plans;
- Assists and encourages individuals in the establishment of social networks;
- Promotes participation and involvement in community outings;
- Works all assigned schedules, including but not limited to: arriving and departing on time, requesting time off in advance, and notifying your supervisor of changes to your assigned work schedule;
- Ensures each individuals' rights are protected;
- Treats individuals with dignity and respect;

#### Activities of Daily Living

- Administers medications to individuals as assigned;

- Observes individuals for any changes in behavior or health that may have resulted from medication administration;
- Ensures individuals are dressed neatly and appropriately and are groomed at all times;
- Assists and encourages individuals to care for immediate personal needs such as toileting, washing their hands, and eating;
- Prepares nutritional meals based on individual needs and preferences;
- Encourage individuals to assist in the preparation of meals and snacks as appropriate to their individual plan and behavior plan;
- Keeps residence – both interior and exterior – and resident personal space clean, organized, and tidy and encourage them to participation in home beautification and upkeep as appropriate according to their individual plans;
- Teaches individuals daily skills such as household chores, laundry, cleaning, and washing dishes, as appropriate according to their individual plan;

### **Communication**

- Observes individuals for evidence of injury or bruises and evaluates for changes in emotional and physical status;
- Reports any noted problems to the Residential Program Coordinator immediately and complete a written incident report form;
- Reports all medical related incidents to the Day Program Coordinator and the delegating nurse;
- Acts as a representative for Family Service Foundation in a professional manner when required, to families, service coordinators, State officials, community partners, local businesses, and employers;
- Represents Family Service Foundation in a professional manner to families, service coordinators, State officials, and community partners when required;
- Maintains resident confidentiality;
- Communicates with Residential Coordinator when items related to individuals personal needs and personal space needs to be purchased;

### **Teamwork**

- Assists the Day and Residential Coordinators in the preparation for the annual Individual Planning Meeting;
- Treats all individuals and coworkers and with dignity, respect, and fairness;
- Provides support to other team members when individuals are having behavioral issues;

### **Documentation**

- Documents all program data, including but not limited to: individual plan data, behavior plan data, community integration logs, assessments, individual funds requests, mileage logs, maintenance requests forms, and supply acquisition forms;
- Documents individuals health (i.e. seizure charts, weight, bowel movements, fluid intake.);
- Ensures that all documentation is completed accurately and in a timely manner;
- Ensures Medication Administration Record (MAR) entries are completed daily;
- Completes communication log books during shift;
- Clocks in and out before and after every shift and submits Leave Request forms when applicable;

### **Safety**

- Assists individuals when entering and exiting vehicles while on community outings, as well as entering and exiting the building safely;
- Supervises meal times based on individual needs, especially those identified as a risk for choking;

- Observes appropriate staffing ratios as directed by the IP;
- Reports unsafe conditions, environment, and equipment to the Residential Program Coordinator;
- Follows safety protocols to foster a safe working environment;

All other duties as assigned.

**JOB REQUIREMENTS**

Valid driver’s license and clear driving record.

Ability to drive company vehicles.

One to two years’ experience working with people with developmental disabilities.

Ability to lift/push/pull 50lbs.

Ability to work on holidays and during inclement weather.

This job description is subject to change.

Employee Name:	
Employee Signature:	
Supervisor Name:	
Supervisor Signature:	
Date:	