

## LINK ASSOCIATES JOB DESCRIPTION

POSITION TITLE: Direct Support Professional - Day Program – On-Call (DSP-DP-OC)  
REPORTS TO: Day Program Supervisor (DPS)  
DIRECTLY SUPERVISISES: None

### **POSITION SUMMARY**

Responsible to fill in and provide active supervision and training for persons served. Instruct and coach the people we support to promote independence in the development or maintenance of social/self-help/life skills and community integration. Assure quality services are provided in compliance with all accreditation and organizational standards. Ensures the implementation of assigned CCSP & MCO Plan and required documentation for persons served. Must work within each specified time period to remain employed (current Employee Handbook outlines details).

### **ESSENTIAL JOB FUNCTIONS**

- Instruct, supervise, support, and assist persons served in the development of social, self-help and life skills in accordance with their CCSP and assigned curriculums. Provide continuous supervision of assigned persons served, knowing their whereabouts at all times.
- Ensure environments are safe, comfortable, clean, productive, stimulating, and organized.
- Plan, prepare, develop and implement a variety of training and/or community integration activities in accordance with the interests of persons served.
- Complete necessary information for meetings, incident reports, filing, purchase orders, and any and all other required forms or logs as assigned.
- Responsible to meet the medical and personal needs of persons served in a dignified and caring manner.
- Attend and complete necessary training in accordance with department/agency requirements.
- Demonstrate flexibility in work hours and locations to account for vacations and illness of other staff. Coordinate responsibilities and coverage when absent from work.
- Represent Link Associates to internal and external stakeholders, persons served and the community in a professional manner.
- Complete and submit as instructed all required documentation in a manner that is legible, accurate, and inclusive of all required information.
- Complete other duties as assigned.
- Report to work hours as scheduled.
- Be awake and alert during your time at work. (Staff in the residential services programs are allowed to sleep when those they support are asleep with the expectation you will be awake and actively supervising persons served when they are awake.)

### **GENERAL AREAS OF RESPONSIBILITY**

- It is the responsibility of each Link Associates employee to:
  - Treat all persons served with dignity and respect, prioritize needs of and advocate for the people we serve.
  - Maintain confidentiality of agency, people served, employee and salary information.
  - Promote the human dignity, rights, safety and well-being of persons served.
  - Professionally and ethically handle money and property of the agency and persons served.
  - Fulfill all responsibilities as a mandatory reporter.
  - Display a positive attitude towards people served, programs and the agency.
  - Demonstrate good communication with people served, supervisors, peers, outside resources and family/guardians.
  - Demonstrate good attendance

- Punctually attend all assigned meetings, in-services and trainings.
- Demonstrate involvement as a team member.
- Adhere to all applicable regulations, laws, policies, procedures and know and understand your job description.
- Submit paperwork and meet job responsibility deadlines as assigned.
- Transport persons served with agency or own vehicle as assigned.
- Maintain all required trainings/approvals/licensures/certifications.
- Perform duties in a safe manner, in order to prevent injury to themselves and others.
- Participate in and see their role in community relations and fundraising efforts.
- Other duties as assigned.

**QUALIFICATIONS**

- AA Degree in Human Services or a related field with one (1) year related experience preferred. Minimum of a High School Diploma or GED. Exceptions must receive prior approval from the Executive Director.
- Must meet agency policy on transportation, background checks and provide on-going proof of personal vehicle insurance.
- Agency Medication Manager Certification preferred.
- Possess ability to work on a daily basis, utilizing standard home, recreational, shop and office equipment.
- Proven proficient ability to implement agency rules and procedures, use verbal, presentation, and written communication skills, human relation skills, team working skills, and organizational skills.
- Position will contain Medium physical work consisting of occasional 2-handlifting from floor to waist of up to fifty (50) pounds and occasional 2-hand push/pull of up to sixty (60) pounds of force. This position consists of frequent standing, walking and reaching. The position requires frequent forward bending or crouching or stooping. The employee will need to occasionally climb stairs without the use of railings and occasionally sit.

This job description does not state or imply that the above are the only duties and responsibilities assigned to the position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. Each employee is responsible for knowing and following Link Associates Policies and Procedures.

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I have received and have had the opportunity to ask questions on the contents of this job description and my signature indicates that I am able to complete the essential functions of the job. I understand that it is my responsibility to immediately report to my supervisor any change in my ability to complete essential job functions.

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Employee Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Employee Printed Name