

LINK ASSOCIATES
JOB DESCRIPTION

POSITION TITLE: Direct Support Professional – Flex (DSP-F)
REPORTS TO: Day Program or Residential Supervisor (DPS or RS)
DIRECTLY SUPERVISES: None

POSITION SUMMARY

Responsible for providing active supervision, training and guidance to persons served in all life settings. Must be able to demonstrate flexibility in work hours and locations, to meet the various support needs of all persons served. Must work minimum hours requirements to meet respective eligibility status.

ESSENTIAL JOB FUNCTIONS

- Instruct, supervise, and assist persons served in the development of daily living skills (including but not limited to leisure, work, time and money management, good health, safety, social, self-help and habit development) in accordance with their CCSP and assigned curriculum.
- Assist persons served with preparation of meals in accordance with their diets, weekly shopping for supplies, and cleaning their home.
- Provide continuous supervision of assigned persons served, knowing their whereabouts at all times.
- Attend to the personal needs of the persons served in a dignified and caring manner.
- Ensure environments are safe, comfortable, clean, productive, stimulating and organized.
- Responsible to meet the medical needs of the persons served and medication administration procedures.
- Plan, prepare and engage in a variety of training activities in the community, work and home settings with the persons served.
- Assist in the development of the CCSP & MCO Plan of persons served as assigned, including pre and post staffing paperwork and on-going progress on goals. Punctually and professionally attend meetings for persons served as assigned.
- 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, including overnights. Coordinate responsibilities and coverage when absent from work by following policies on work hours and call-in procedures.
- 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 for persons served in a manner that is legible, timely, accurate, and inclusive of all required information.
- Provide transportation for persons served, as applicable.
- Assist supervisor with 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 the needs of and advocate for the people we serve.
 - Maintain confidentiality of agency, person served, employee and salary information.
 - Promote the human dignity, rights, safety and well-being of persons served.
 - Professionally and ethically handle the money and property of the agency and the persons served.
 - Fulfill all responsibilities as a mandatory reporter.
 - Display a positive attitude towards persons served, programs and the agency.

Job Description
Approved: 1/2018
Modified: 8/18, 11/20, 5/22
Reviewed: 3/21

- Demonstrate good communication with persons 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

- Minimum of a High School Diploma; AA Degree in Human Services and a related field with one (1) year related experience preferred. Exceptions must receive prior approval from the Executive Director.
- Must meet agency policy on transportation and background checks.
- Agency Medication Manager Certification, as applicable.
- Possess ability to work on a daily basis utilizing standard home, office and shop 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.

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.

Employee Signature

Date Signed

Employee Printed Name

Job Description
Approved: 1/2018
Modified: 8/18, 11/20, 5/22
Reviewed: 3/21