

## **LINK ASSOCIATES JOB DESCRIPTION**

POSITION TITLE: Direct Support Professional -Residential Counselor – On-Call (DSP-RC-OC)  
REPORTS TO: DSP - Residential Supervisor (DSP - RS)  
DIRECTLY SUPERVISES: NONE

### **POSITION SUMMARY**

Responsible to instruct and coach persons served to become more independent in daily living skills. Provide supervision and guidance to persons served in all life settings. Assure quality services are provided in compliance with all accreditation and organizational standards. Provide transportation for persons served. Assist in the development and ensure the implementation of assigned persons served Life Plans and provide the required documentation.

### **ESSENTIAL JOB FUNCTIONS**

- Instruct, supervise, and assist persons served in the development of daily living skills (including but not limited to leisure, time and money management, good health, safety, and habit development) in accordance with their Life Plan.
- Work with persons served to ensure each residence meets agency standards of cleanliness.
- Assist persons served with preparation of meals in accordance with diets; do weekly shopping for supplies as needed within budget.
- Plan, prepare and engage in a variety of training activities in the community, work and home settings with persons served. Ensure persons served environments are comfortable, productive and stimulating.
- Ensure documentation on persons served is complete and accurate by deadlines established in the Link Associates Employee Handbook.
- Assist in the development of the SCL programming/CCSP for persons served as assigned, including ongoing progress on goals. Punctually and professionally attend persons served meetings as assigned.
- Complete necessary information for meetings, incident reports, and any and all other required forms or logs as assigned with or on behalf of persons served.
- Responsible to meet the medical needs of the persons served and medication administration procedures.
- Attend and complete necessary training in accordance with department/agency requirements to support persons served in a safe and dignified manner.
- Demonstrate flexibility in work hours and locations to account for vacations, illness of other staff, and monthly mandatory meetings. Coordinate responsibilities and coverage when absent from work by following policies on work hours and call-in procedures.
- Communicate weekly and/or monthly availability to the RS to be added to the schedule with the expectation to work at least 15 hours per month.
- Represent Link Associates to internal and external stakeholders, persons served and the community in a professional manner.
- 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.)
- Complete and submit as instructed all required persons served documentation in a manner that is legible, timely, accurate, and inclusive of all required information.
- Complete other duties as assigned.

### **GENERAL AREAS OF RESPONSIBILITY**

- It is the responsibility of each Link Associates employee to:

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- 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.
- 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**

- 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 for employees in the HCBS program, this includes the requirement to use your own personal vehicle for transporting up to 3 persons served and providing on-going proof of personal vehicle insurance.
- Must meet agency Medication Manager Certification.
- 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  
Job Description  
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