

LINK ASSOCIATES
JOB DESCRIPTION

POSITION TITLE: Direct Support Professional - Driver/Aide (DSP-D/A)
REPORTS TO: Fleet Supervisor (FS)
DIRECTLY SUPERVISES: None

POSITION SUMMARY

Responsible to support and coach persons served to become as independent as possible. Provide supervision and guidance to persons served in all life settings. Assure quality services are provided that are in compliance with all accreditation and organizational standards. Ensure the implementation of assigned persons served plans and provide the required documentation. Responsible for the provision of transportation as assigned for persons served. Assist personnel with activity/contract work supervision of persons served.

ESSENTIAL JOB FUNCTIONS

- Provide transportation for persons served of specified programs.
- Assist with persons served supervision during activities/work.
- Represent Link Associates to internal and external stakeholders, persons served and the community in a professional manner.
- Obtain persons served work/activity information prior to scheduled activities.
- Inspect all safety equipment (flares, fire extinguishers, first aid kit, etc.) in vehicle on a regular basis.
- Report unsafe conditions, take safety precautions, and report all persons served/staff injuries promptly to supervisor.
- Keep vehicle clean inside and out.
- Complete and submit as instructed all required persons served documentation in a manner that is legible, accurate, and inclusive of all required information.
- Represent Link Associates to external and internal stakeholders, persons served and the community in a professional manner.
- For leisure activities:
 - Collect and process persons served transportation fees as assigned.
 - Record pertinent persons served or activity information and notifies Leisure Services Supervisor or Specialist of any concerns (persons served behavioral, money, no show, etc.) during the activity.
- Provide direct support to persons served as needed during transportation, medical, safety, behavioral, and emergency situations.
- 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.)
- Assist with other duties as assigned.

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, persons 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

- High School diploma or GED with minimum of one (1) year related successful work experience. Exceptions must receive prior approval from the Executive Director.
- Class “D” license with passenger endorsement required.
- Must meet agency policy on transportation and background checks.
- Possess ability to work on a daily basis utilizing standard office, shop, home, and leisure 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