

JOB DESCRIPTION

TITLE: DIRECT SUPPORT PROFESSIONAL (DSP)

RESPONSIBLE TO: RESIDENCE MANAGER

The DSP is responsible for a variety of duties related to the overall care of the individuals with developmental disabilities who live in our group homes. This includes direct care of our service participants and implementation of individualized safety and behavior plans. Direct Support Professionals are required to perform all duties in accordance with New York State and Makor/Women's League regulations, policies and procedures. The DSP new to the home will have an opportunity to do a paid observation over a period of days, which will give the manager, staff and service participants at the home as well as the potential employee an opportunity to experience first-hand the responsibilities and needs of the home.

The following is a general guideline to the various responsibilities of a DSP:

- Complete and maintain all required trainings, both online and in person, as well as attend meetings and yearly training sessions.
- Work all assigned schedules including: arriving and departing on time, notifying your supervisor in advance of possible changes to schedule and requesting time off in advance
- Treat the service participants with dignity, respect and fairness.
- Ensure the proper diet, hygiene, appearance and general well-being of the service participant.
- Assist the service participants with their personal needs such as eating, toileting and showering.
- Perform rehabilitative training with the service participants using verbal, gestural, and/or physical training techniques.
- Administer medications to service participants, as assigned.
- Accompany service participants on medical appointments and advocate for the rights of the individuals being served.
- Teach service participants to read, tell time and develop monetary skills, depending upon their individual plans and needs.
- Assess the results of training and record data reflecting the service participants' progress, growth and general health.
- Ensure the safety of all the service participants both in the residence as well as on community outings and medical visits.
- Ensure that all documentation is completed accurately and in a timely manner.
- Please note that each home is unique and the residence manager will discuss the specific needs and operation of the home, the nature of the service participants who reside there and their individual needs. You will be trained accordingly.