

# PLEASANT VIEW, INC.

## Job Description

**Job Title:** Direct Support Professional Instructor      Printed Name: \_\_\_\_\_  
**Classification:** Hourly/Non-Exempt      Signature: \_\_\_\_\_  
**Supervisor:** Program Coordinator      Date: \_\_\_\_\_

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### **GENERAL KNOWLEDGE, SKILLS, AND ABILITIES**

- ❖ Education & Experience Minimum of Associate's degree ( currently working on a degree)
- ❖ Essential Functions include but are not limited to:
  - Effective English-written and verbal communication skills.
  - Proficiency in MS Word (word-processing) and typing
  - Ability to attend and pass required trainings.
  - Distribute medications to individuals following approved guidelines.
  - Ability to access all programs and areas of the facility and adjacent outside property in a safe and timely manner.
  - Ability to push, pull, bend, reach, walk, stand for extended periods of time, climb stairs, lift and stoop, and to assist an individual to move as needed. Ability to help lift an individual and to use mechanical lifts.
  - Stay awake for duration of shift.
  - Ability to consistently come to work and have good attendance.
  - Possession of a current, valid driver's license for three (3) years with an acceptable driving record.
  - Ability to adhere to all safety rules, policies and guidelines.
  - Ability to become familiar with and uphold the philosophies, goals, and policies of Pleasant View, Inc. including HCBS.
  - Ability to perform personal direct care.
  - Ability to provide on-call coverage when needed.

### **DUTIES:**

- ❖ Direct Care Duties:
  - Protect confidentiality and rights of individuals at all times; reporting any concerns in these areas to the Program Coordinator or Program Director.
  - Provide the level of care which best supports the needs of each individual. Care includes but is not limited to: toileting, bathing, and feeding. All care, treatment, and training, are designed to promote good physical and mental health, and are designed to stimulate a greater degree of independence in each individual given her/his abilities and needs.
  - Monitor for symptoms of illness or dysfunction that may warrant medical or psychological intervention and report to supervisor.
  - Follow the daily schedule of the supported individuals. Discretionary time within that structure will be applied toward projects assigned by the Program Coordinator.
  - Prepare meals and snacks for individuals.
  - Household cleaning, including but not limited to: laundry, dishes, kitchen, bathroom, bedroom and floors. Other cleaning projects as assigned by the Program Coordinator.
  - Implement applicable federal, state and local standards daily.
- ❖ Formal Program Implementation:
  - Provide training designed to stimulate a greater degree of independence in each individual given his/her abilities and needs. Supports should be the least restrictive of each individual's physical and personal freedom while being consistent with his/her treatment plan, and being consistent with the safety of other supported individuals and staff.
  - Participate with a program team toward the continual development, implementation, and evaluation of the Individual Support and Program Plans for each individual.
  - Implement instructional/behavioral programs daily.
  - Maintain communication with other treatment teams or individuals who interface with individuals to facilitate consistency and compatibility of individuals' care and training.
  - Attend all required team meetings, in-service and interdisciplinary team meetings

❖ Safety Management:

- Ensure the program facility, vehicles, and the contents of both are safe, clean and neat, and properly cared for at all times. Report any safety concerns to the Program Coordinator.
- Utilize safety rules—safe lifting, transfer of individuals in vehicles, chairs, baths et cetera. Use mechanical lifts when provided.
- Report any accidents to Program Coordinator.

❖ Record-Keeping and Reporting:

- Keep accurate and consistent notes on physical observations and care of individuals, medical visits, program data, fire drills, time sheets, attendance and transportation logs, et cetera.
- Prepare monthly report of program data, medical and behavioral events, and activities. Present report quarterly to Support Team for review.
- Prepare annually, with individual and Support Team, Individual Support Plan to meet the needs and wants of the individual.
- Complete skill and behavior assessment annually for each assigned individual.
- Maintain up-to-date each assigned individual's information and data at base, and assigned program.

❖ Family Contact:

- As arranged in Support Plan, provide professional, accurate communication with family representatives in such matters as concerns or needs of the individual, noteworthy events, and new and on-going programs.

❖ Community Contact:

- Represent Pleasant View in a professional manner, and advocate for individuals with disabilities while in the community.
- Facilitate the individuals' opportunities for successful integration into the community.
- Accompany individuals to various community events such as to church or a family picnic.

❖ Other Responsibilities:

- Work with team to provide staff coverage. Work overtime as needed.
- Assist with fundraising and other public relations events as requested.
- Assist in unforeseen crisis care of supported individuals, and general emergency assistance.
- Perform other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by individuals to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.