



**Job Title:** Direct Support Professional  
**Department:** Residential/Vocational/ICR  
**Reports To:** Program Coordinator  
**FLSA:** Non-Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** 1/30/96  
**Approved By:** Executive Director  
**Approved Date:** 11/14/21  
**Revised Date:** 3/11/21

#### **POSITION SUMMARY:**

The Direct Support Professional is responsible for a variety of duties related to the overall care of individuals with intellectual or developmental disabilities who receive services through The PLUS Company. Direct Support Professionals are required to perform all duties in accordance with the state of New Hampshire. Department of Health and Human Services regulations.

#### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

##### **TRAINING**

- Completes and maintains all required state mandated training. Relias is required before the DSP can work with any individuals, Trainings such as, CPR/First Aid, HIPAA, client specific training, Safety Care must be completed within the first 60 days of employment.
- Completes all annual training related to the individual's behavior plan.
- Completes medication administration training.

##### **DAILY PROGRAMING**

- Provides transportation to and from activities.
- Assists in the implementation of service agreement goals and behavioral plan.
- Assists individuals in the pursuit of recreational, social and community activities based on their preference and service agreement and community networks.
- Assists and encourages individuals in the establishment of social networks.
- Ensure each individual's rights are protected.
- Treats individuals with dignity and respect.

##### **ACTIVITIES OF DAILY LIVING**

- Administers medications to individuals assigned.
- Observes individuals for any changes in behavior or health that may have resulted from medication administration.
- Ensures individuals are dressed neatly and appropriately and are groomed at all times.
- Assists and encourages individuals to care for immediate personal needs such as toileting, washing their hands, and eating.
- Prepares nutritional meals based on individual needs and preferences.

**ACTIVITIES OF DAILY LIVING (cont.)**

- Encourage individuals to assist in the preparation of meals and snacks as appropriate to their individual plan and activities of daily living.
- Teaches individuals daily skills such as household chores, laundry, cleaning, and washing dishes as appropriate according to their individual plan.

**COMMUNICATION**

- Observe individuals for evidence of injury or bruises and evaluate for changes in emotional and physical status.
- Report any noted problems to the Program Coordinator and the delegating Registered Nurse.
- Represents The PLUS Company in a professional manner when required, to interact with families, service coordinators, State officials, community partners, local business and employers.
- Maintains the confidentiality of the individuals served by The PLUS Company.
- Communicates with the Coordinator when items related to the individuals' personal needs to be purchased.

**TEAMWORK**

- Assist the Program Coordinator in the preparation for Individual Planning Meetings.
- Treats all individuals and coworkers with dignity, respect and fairness.
- Provides support to other team members when individuals are having behavioral issues.

**DOCUMENTATION**

- Documents all program data, including but not limited to individual service agreement data, behavior plan data, community integration logs, medication logs, incident reports, individual funds requests, mileage logs, maintenance request forms, and supply acquisition form.
- Document individual's health (i.e., seizure charts, weight, bowel movement, fluid intake.).
- Ensures that all documentation is completed accurately and in a timely manner.
- Ensures that Medication Administration Logs entries are completed daily.
- Completes communication logbooks during shift.
- Clocks in and out before and after every shift and submits Time off request when applicable.

**SAFETY**

- Assists individuals when entering and exiting vehicles while on community outings as well as entering and exiting the building safely.
- Supervise mealtimes based on individual needs, especially those identified as a risk for choking.
- Observes appropriate staffing ratios as directed by Individual Service agreement.
- Reports unsafe conditions, environment, and equipment to the Program Coordinator.
- Follows safety protocols to foster a safe working environment.

**All other duties as assigned.**

**SUPERVISORY RESPONSIBILITIES**

This position does not have any supervisory responsibilities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); one to three months' related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to parents, guardians, clients, and other employees of the organization.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out simple one-or-two step instructions.

Ability to deal with standardized situations with only occasional or no variables.

**JOB REQUIREMENTS/BACKGROUND CHECKS**

Valid driver's license with a clear driving record and an insured vehicle,

Criminal Record background check showing no criminal history.

Department of Child & Family Service (DCYF)

Bureau of Adult and Elderly Services (BEAS)

Office of the Attorney General OIG

Ability to drive company vehicles.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those that an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must work with household cleansers and disinfectants as directed in training procedures and wear appropriate protective equipment supplied by The PLUS Company.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Residential/ Vocational / Independent Community Resources

\_\_\_\_\_  
Date