



"Making a lasting impact on individuals and families throughout Utah"

TRUE NORTH SUPPORTS LLC

JOB DESCRIPTION

Job Title	DIRECT SUPPORT PROFESSIONAL	Job Code	
Department	Ogden, Salt Lake, Utah, Logan	Supervisor	Supported Living Manager or Residential Manager
Education Level	HIGH SCHOOL DIPLOMA	Date Updated	JANUARY 2020
Work Schedule	FULL TIME / PART TIME	Salary	DOE

POSITION SUMMARY:

The Direct Support Professional is responsible for a variety of duties related to the overall care of individuals with developmental disabilities who reside in their own home, a family's home, or a group home. This includes direct care of program individuals and implementation of person centered support plans (PCSP) and behavior plans (BP - as needed). Direct Support Professionals are required to perform all duties in accordance with State of Utah's DHS and DSPD's respective policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Training

- Completes and maintains all required State mandated trainings such as CPR / First Aid, Behavioral Management Training (as required), Food Handler's Permit
- TNS CORE trainings within 30 days of employment;
- Attends meetings and training sessions as required by TNS and DSPD.
- Completes annual trainings related to consumers' IP, BP and related plans; (manager's discretion.

Daily Programing

- Provides transportation to and from activities;
- Assists in the implementation of individual plans for individuals and behavioral plan goals;
- Assists individuals in the pursuit of recreational, social and community activities based on their preferences and individual plans;
- Assists and encourages individuals in the establishment of social networks; (as desired/needed)
- Promotes participation and involvement in community outings;
- Works all assigned schedules, including but not limited to: arriving and departing on time, requesting time off in advance, and notifying your supervisor of changes to your assigned work schedule;
- Ensures each individuals' rights are protected;
- Treats individuals with dignity and respect;

Activities of Daily Living

- Helps tack medications of individuals as assigned;
- Observes individuals for any changes in behavior or health that may have resulted from medication or other physical activities;
- 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; (as needed)
- Encourage individuals to assist in the preparation of meals and snacks as appropriate to their individual plan and behavior plan;
- Keeps residence – both interior and exterior – and resident personal space clean, organized, and tidy and encourage them to participation in home beautification and upkeep as appropriate according to their individual plans;
- Teaches individuals daily skills such as household chores, laundry, cleaning, and washing dishes, as appropriate according to their individual plan;

Communication

- Observes individuals for evidence of injury or bruises and evaluates for changes in emotional and physical status;
- Reports any noted problems to their supervisor immediately and complete a written incident report form;
- Reports all medical related incidents to their supervisor and the appropriate authorities;
- Acts as a representative for True North Supports in a professional manner when required, to families, service coordinators, State officials, community partners, local businesses, and employers;
- Represents True North Supports in a professional manner to families, service coordinators, State officials, and community partners when required;
- Maintains resident confidentiality;
- Communicates with supervisor when items related to individuals personal needs and personal space needs to be purchased;

Teamwork

- Assists supervisor and other coordinators in the preparation for the annual Individual Person Centered Support Plan (PCSP) meetings;
- Treats all individuals and coworkers and with dignity, respect, and fairness;
- Provides support to other team members when individuals are having behavioral issues;
- Communicated openly and frequently regarding individual's needs and workload.

Documentation

- Documents all program data, including but not limited to: individual plan data, behavior plan data, support strategy data, monthly summaries, assessments, individual reimbursement requests, mileage logs, and maintenance requests forms;
- Documents individuals health (i.e. seizure charts, weight, bowel movements, fluid intake.);
- Ensures that all documentation is completed accurately and in a timely manner;
- Ensures Medication Administration Record (MAR) entries are completed daily; (As needed)
- Completes communication log books during shift;
- Clocks in and out before and after every shift and submits Time Off Request forms when applicable;

Safety

- Assists individuals when entering and exiting vehicles while on community outings, as well as entering and exiting the building safely;
- Supervises meal times based on individual needs, especially those identified as a risk for choking;
- Observes appropriate staffing ratios as directed by the IP;
- Reports unsafe conditions, environment, and equipment to their direct supervisor;
- Follows safety protocols to foster a safe working environment;

All other duties as assigned.

JOB REQUIREMENTS

Valid driver’s license and acceptable driving record.
Ability to drive company vehicles. (when applicable)
One to two years’ experience working with people with developmental disabilities.
Ability to lift/push/pull 50lbs.
Ability to work on holidays and during inclement weather.
Ability to pass/clear federal background checks

This job description is subject to change.

Employee Name:	
Employee Signature:	
Supervisor Name:	
Supervisor Signature:	
Date:	