



## Direct Support Professional

Directly reporting to the Supervisor with oversight from the Manager, the Direct Support Professional assists the individuals in all living areas in accordance with each Individual Service Plan and within the parameters of the policies and procedures of Rose-Mary.

### **Duties & Responsibilities:**

- To treat all individuals with dignity and respect.
- Ensure the safety and well-being of the individuals at all times.
- Assists individuals with all aspects of Active Treatment and related training for independence.
- Provides and assists individuals in activities of daily living: eating, grooming, dressing, bathing, and toileting according to their Individual Service Plan. Assists individuals develop daily living skills such as cooking, money management, housekeeping, doing laundry, personal hygiene, etc.
- Serves as a mentor, coach, and teacher, providing instruction and guidance through daily interactions and appropriate role modeling, as well as through formal programming, in areas of communication and social behavior.
- Monitors the wellness of individuals and reports signs and symptoms of illness or medication reactions as needed.
- Implements and documents programs for each individual according to their Service Plan at the frequencies stated in their plan.
- Accurately records/documents progress of individual both in writing and verbally.
- Transports and accompanies individuals going into the community for medical, personal, recreational, and social activities.
- Establishes and maintains positive relationships through effective interaction/communication with individuals, co-workers, supervisors, community members, parents, relatives, and guardians of individuals.
- Maintains privacy and confidentiality (HIPAA) in matters relating to individual records.
- Completes agency training program in a timely manner and participates in other professional development.
- Facilitates teamwork between all team members via open communication, sharing of responsibilities and a positive, constructive attitude.
- As a driver, maintains an acceptable driving record and adheres to all driving laws and RM regulations pertaining to driving. Reports any accidents and/or damage of vehicles timely and according to RM standards.
- As a certified medication passer, maintains medication passing certificate, administers medications according to the physician's orders, and completes reporting and documentation.
- Maintains a clean and sanitary living environment. Performs housekeeping (i.e., cleaning of equipment, bedrooms, kitchen, etc.), and meal preparation (i.e., prepares and serves meal) and other duties as assigned.
- Works shifts as scheduled, including voluntary picked up shifts. Demonstrates good attendance, punctuality and follows RMs personnel policies.
- Performs other related duties as directed.

### **Minimum Qualifications:**

- High School Diploma or GED.
- Pass and maintain Med Pass Certification.
- Valid Ohio driver's license and meets eligibility under our insurance carrier. Maintain an acceptable driving record adhering to all driving laws and Rose-Mary regulations pertaining to driving.
- Read and write English.
- Ability to follow verbal and written directions.
- Ability to work in a team environment, collaborate with co-workers, supervisors, managers, and program staff via open communication in a positive and constructive manner.
- Must have a cooperative, caring nature, and ability to work in a stressful situation in a calm therapeutic manner.

### **Physical Requirements:**

- Lifting 50 to 100 pounds.
- Transferring individuals (with or without mechanical lifts) from bed to wheelchair, wheelchair to bed, in and out of shower/bath, and in and out of vehicles.
- Assisting with hygiene, including bathing/showering, shaving, tooth brushing, and assisting with incontinence care.
- Bending, twisting, standing, climbing, and kneeling
- Pushing wheelchairs

### **UNUSUAL WORKING CONDITIONS:**

- Work will include evenings, weekends, and holidays
- May be exposed to contagious and communicable diseases
- May be exposed to aggressive or otherwise challenging individuals