

# ROSE-MARY CENTER

## JOB DESCRIPTION

**Job Title:** Direct Support Professional - Group Homes

**Job Date:** Revised April 2011

### **BASIC FUNCTION:**

Under the general direction of the Director of Group Home Services and immediate supervision of the House Manager, the Direct Support Professional cares for and directs the habilitation programs for the individuals in all living areas in accordance with each resident's Individual Habilitation Plan and within the parameters of the policies and procedures of Rose-Mary Center. Also under the functional supervision of the Nurses, Qualified Mental Retardation Professionals, and Therapists.

### **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 Habilitation 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, including human sexuality.

Monitors the wellness of individuals and reports signs and symptoms of illness or medication reactions to the nurse as needed.

Implements and documents programs for each individual according to their Individual Habilitation Plan and Behavior Support Plan at the frequencies stated in their plan.

Accurately records/documents progress of individual both in writing and verbally. Documentation may include program implementation plans, daily behavior logs, unusual incident reports, etc.

Participates in interdisciplinary team meetings. Prepares and presents factual, observable and measurable data concerning individuals programs and behaviors of individual.

Transports and accompanies individuals going into the community for medical, personal, recreational, vocational and social activities.

Establishes and maintains positive relationships through effective interaction/communication with individuals, co-workers, supervisors, community members, parents, relatives, and guardians of residents. Refers family members of individual to the QMRP and/or House Manager for specific programmatic or behavior information about residents.

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 as required by the House Manager, QMRP and/or the Nurse.

## Direct Support Professional

### Job Description

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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 RMC regulations pertaining to driving. Reports any accidents and/or damage of vehicles timely and according to RMC standards.

As a delegated 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 for the individuals. Performs housekeeping (i.e., cleaning of equipment, bedrooms, kitchen, etc.), and meal preparation (i.e., prepares and serves meal) and other duties as assigned by the House Manager. Reports to House Manager and Maintenance when equipment or the Group Home living environment needs attention. Documents completion of assigned duties as requested.

Works shifts as scheduled, including picked up and mandated shifts. Demonstrates good attendance, punctuality and follows RMCs personnel policies.

Performs other related duties as directed.

#### **WORKER CHARACTERISTICS:**

Ability to follow written program plans and to observe factual information.

Ability to follow verbal and written directions.

Ability to treat people with disabilities as their equals.

Ability to effectively relate to other people.

Ability to work as a team member.

#### **POSITION REQUIREMENTS:**

Must be a high school graduate or the equivalent.

Must have demonstrated adequate writing and verbal communication skills.

Must have a valid Ohio driver's license with no more than four points.

Must have a cooperative, caring nature, good moral character and able to work in stressful situations in a calm therapeutic manner.

Must demonstrate interest in and alert care of individual under their supervision with the full realization that abuse or neglect in any form will not be tolerated.

Must demonstrate willingness and ability to work in a cooperative team approach manner.