

**CHEMUNG ARC
Chapter, NYSARC, Inc.**

JOB DESCRIPTION

TITLE: Direct Support Professional

GENERAL DESCRIPTION:

Provides training and assistance to participants in all facets of their daily life. Also assists with maintaining participant homes to provide a safe, comfortable environment.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent required. Experience working with individuals with a developmental disability preferred. Experience or knowledge of Excel, Email, Windows, Word preferred. Must possess valid driver's license and driving record acceptable to agency insurance carrier.

DUTIES AND RESPONSIBILITIES:

- 1. Performs all job duties with the Agency's mission, vision, and values in mind.**
- 2. Embraces and utilizes the guiding principles for leadership when performing their role and representing the organization.**
- 3. Provides training and assistance to participants in all facets of their daily living. This assistance requires the ability to lift without restriction and provide participants with physical direction as needed.**
- 4. Ensures implementation of Individual Service Plans (ISPs) and documents outcomes accurately and in a timely fashion.**
- 5. Responsible for safeguarding participant and residence funds and completing appropriate documentation.**
- 6. Responsible for medication administration. Must maintain Approved Medication Personnel status and adhere to policies and procedures relevant to medication administration.**
- 7. Responsible for completing duties as stated on the staff assignment schedule. These duties include participants' person care needs, ISP implementation, cooking, and housekeeping. Assists in ensuring that the residence and property are maintained in a state of good repair.**
- 8. Responsible to ensure that all equipment is checked prior to usage to ensure items are in good working order.**
- 9. Drives residence vehicle as required, completing residence functions and transporting program participants to programs and appointments.**
- 10. Acts as an advocate for individuals in regard to community relations.**
- 11. Maintains and adheres to ethics of confidentiality.**
- 12. Performs other duties as assigned by the immediate supervisor**