



## Job Description

<b>Position Title:</b>	Direct Support Professional (DSP) Retail	<b>FLSA Status:</b>	Hourly <input checked="" type="checkbox"/> Exempt <input type="checkbox"/>
<b>Department:</b>	Program - All	<b>Reports To:</b>	Team Leader or Site Coordinator
<b>Direct Reports:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Position Summary:</b>	Responsible to develop skills of clients so they can live and work in the community at their greatest potential.		
<b>Essential Duties:</b>	<p>All duties to be performed according to the established standard and in compliance with all company policies and procedures while maintaining regular, prompt attendance:</p> <ul style="list-style-type: none"> <li>• Use continuous training concepts to increase clients' ability to be successful in a variety of social and employment settings.</li> <li>• Support clients' behavior needs by assisting in development and follow through of positive behavior programs, protocols, and de-escalation procedures.</li> <li>• Supervise and support clients based on their individual needs as identified in their Individual Abuse Prevention Plan (IAPP). (You must read and understand the IAPP before working with clients.)</li> <li>• Conduct appropriate, creative, stimulating and varied scheduled curriculum activities, providing clients with functional training outcomes at all times as approved by CC and/or Supervisor.</li> <li>• Carry out respectful assistance with personal care needs for clients, including bathroom support, mealtime assistance, positioning, and administering medications and medical needs based on each client's protocol.</li> <li>• Complete all client programs and related data collection consistently and accurately according to the client's Program Plan and methodology.</li> <li>• Complete all assigned transportation tasks according to transportation policy and assignment.</li> <li>• Run and supervise community and/or in-house contracts and/or volunteer sites assigned according to customer's specifications and contract agreement, completing all tasks of the job.</li> <li>• Provide interaction with clients and mentoring that results in increased: <ul style="list-style-type: none"> <li>○ Independence in all areas of their day</li> <li>○ Healthy social interactions</li> <li>○ Self-regulated behaviors</li> <li>○ Opportunities to use skills in decision making</li> <li>○ Work opportunities and productivity</li> <li>○ Opportunities for client Self Advocacy</li> <li>○ Continuous use of person-center principles</li> </ul> </li> </ul>		
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Interact and communicate with and about clients in a respectful manner, sharing your specific and accurate client information with your teammates and at IDT (Interdisciplinary Team) team meetings.</li> <li>• Perform other duties within the department or other areas as assigned.</li> </ul>		
<b>Team Member Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work as an active and participatory member of the team using the guiding principles of The WACOSA Way and Top 20.</li> <li>• Support positive team morale by monitoring own behavior, attitudes, and professional communication in daily interactions and in handling of disagreements or concerns.</li> <li>• Maintain positive and open communication with co-workers, supervisors, external customers, interdisciplinary team members (IDT), and all others you come in contact whom represent our clients.</li> <li>• Be familiar with and follow all WACOSA policies, procedures and practices while staying in compliance with all certifications, licenses, and accreditations for areas assigned.</li> <li>• Regular and predictable attendance is required in order for WACOSA to ensure staff to client ratios required by licensing. Be punctual and manage your Paid Time Off (PTO) according to established policies.</li> <li>• Complete all your assigned training sessions by attending in-services, training classes and all other training opportunities within allowed deadlines.</li> </ul>		
<b>Physical Demands:</b>	<p>The tasks of this position require:</p> <ul style="list-style-type: none"> <li>• The ability to talk and hear.</li> <li>• Intermittent bending/twisting/reaching.</li> <li>• Use of hands to finger, handle or feel.</li> </ul>		



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	<ul style="list-style-type: none"> <li>• Ability to stand/walk, and may stand for extended periods of time.</li> <li>• Ability to observe visually.</li> <li>• Must be able to lift, push, pull, or support up to 40 pounds to safely assist adults with disabilities, including performing lifts and transfers routinely and implementing behavioral holds on clients as needed.</li> </ul>
<b>Work Environment:</b>	<ul style="list-style-type: none"> <li>• Travel regionally to transport clients.</li> <li>• Regularly required to work with others.</li> <li>• The noise level is generally moderate.</li> <li>• 75% Indoors, 25% Outdoors.</li> </ul>
<b>Safety and Ergonomic Requirements:</b>	<ul style="list-style-type: none"> <li>• Must practice safe work practices at all times and report any unsafe conditions immediately.</li> <li>• Attend and participate in all required safety trainings.</li> <li>• Follow all personal dress requirements according to the established dress code and safety requirements.</li> <li>• Maintain a clear and safe work environment.</li> </ul>
<b>Qualification Requirements:</b>	<p>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.</p> <p><b>Education/Experience</b></p> <ul style="list-style-type: none"> <li>• High School Diploma, GED, or equivalent.</li> <li>• Experience working with disabled or special needs groups preferred.</li> </ul> <p><b>Language Ability</b></p> <ul style="list-style-type: none"> <li>• Ability to read and interpret documents such as procedure manuals.</li> <li>• Ability to write routine reports and correspondence.</li> <li>• Ability to convey information/ ideas so others can understand.</li> <li>• Ability to speak effectively before groups.</li> </ul> <p><b>Math Ability</b></p> <ul style="list-style-type: none"> <li>• Ability to perform basic math including addition, subtraction, multiplication and division.</li> <li>• Ability to perform these operations using units of American money.</li> </ul> <p><b>Reasoning Ability</b></p> <ul style="list-style-type: none"> <li>• Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.</li> <li>• Ability to deal with problems involving several concrete variables in standardized situations.</li> </ul> <p><b>Computer Skills</b></p> <ul style="list-style-type: none"> <li>• Working knowledge of computers required.</li> </ul> <p><b>Certificates, Licenses and Registrations</b></p> <ul style="list-style-type: none"> <li>• Ability to obtain and maintain valid CPR, First Aid, and Medication Administration certifications.</li> <li>• Must be willing to submit to a Criminal Background Check, and Drug Screen (post offer).</li> </ul>
<b>Signature:</b>	<p><i>My signature below merely acknowledges receipt of this position description. I agree that this position description does not create an employment contract and does not waive the employment-at-will relationship. I acknowledge this description is only a summary or outline of the duties at this time and does not include all the direct and indirect duties that the entire job may entail or the services required. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. Furthermore, I acknowledge that the duties and responsibilities will vary with the needs of the organization, and that I am responsible for the acceptable performance of all the duties and responsibilities, whether assigned, implied, written, unwritten or would be assumed by a responsible person in this position. I also acknowledge that I must continue to meet all the qualifications of the position, stated or unstated, including but not limited to the education, experience, skill, physical, mental and emotional intelligence requirements, necessary to successfully perform all the duties and responsibilities of the position, written or unwritten.</i></p> <p>Employee Signature _____ Date _____</p>