



Job Description

Position Title:	Direct Support Professional (DSP) Lead – Day Supports	FLSA Status:	Hourly <input checked="" type="checkbox"/> Exempt <input type="checkbox"/>
Department:	Program	Reports To:	Day Supports Coordinator
Direct Reports:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Position Summary:	Responsible to train and implement Day Supports curriculum for all WACOSA sites enhancing our client’s ability to live and work in the community.		
Essential Duties:	<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"> • Assist with the coordination and the production of live interactive online activities for people with disabilities and seniors using various media communication technologies. • Instruct and provide ongoing training, work floor support, mentoring and coaching to DSPs as it applies to approved activities and class development, as directed by supervisor. • Maintain adequate curriculum materials and supplies at all sites with supervisor’s approval. • Mentor new and current team members by being available to coach, answer questions, and train new jobs/activities to current team members as directed by your supervisor. • Use continuous training concepts to increase clients’ ability to be successful in a variety of social and employment settings. • Support clients’ behavior needs by assisting in development and follow through of positive behavior programs, protocols, and de-escalation procedures. • 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.) • 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. • 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. • Complete all client programs and related data collection consistently and accurately according to the client’s Program Plan and methodology. • Complete all assigned transportation tasks according to transportation policy and assignment. • Compose, edit and document circuit procedures for all new activities approved by supervisor • Provide interaction with clients and mentoring that results in increased: <ul style="list-style-type: none"> ○ Independence in all areas of their day ○ Healthy social interactions ○ Self-regulated behaviors ○ Opportunities to use skills in decision making ○ Work opportunities and productivity ○ Opportunities for client Self Advocacy ○ Continuous use of person-center principles 		
Other Duties	<ul style="list-style-type: none"> • Initiate and increase your knowledge in specific focus areas identified by your supervisor based on the needs of the organization. • 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. • Perform other duties within the department or other areas as assigned. 		
Team Member Responsibilities	<ul style="list-style-type: none"> • Work as an active and participatory member of the team using the guiding principles of The WACOSA Way and Top 20. • Support positive team morale by monitoring own behavior, attitudes, and professional communication in daily interactions and in handling of disagreements or concerns. • 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. • Be familiar with and follow all WACOSA policies, procedures and practices while staying in compliance with all certifications, licenses, and accreditations for areas assigned. • Regular and predictable attendance is required in order for WACOSA to ensure staff to client ratios required 		



Job Description

	<p>by licensing. Be punctual and manage your Paid Time Off (PTO) according to established policies.</p> <ul style="list-style-type: none"> • Provide transportation to clients according to transportation policy and assignment. • Complete all your assigned training sessions by attending in-services, training classes and all other training opportunities within allowed deadlines.
Physical Demands:	<p>The tasks of this position require:</p> <ul style="list-style-type: none"> • The ability to talk and hear. • Intermittent bending/twisting/reaching. • Use of hands to finger, handle or feel. • Ability to stand/walk, and may stand for extended periods of time. • Ability to observe visually. • 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.
Work Environment:	<ul style="list-style-type: none"> • Travel regionally and to work sites to train staff and clients. • Regularly required to work with others. • The noise level is generally moderate.
Safety and Ergonomic Requirements:	<ul style="list-style-type: none"> • Must practice safe work practices at all times and report any unsafe conditions immediately. • Attend and participate in all required safety trainings. • Follow all personal dress requirements according to the established dress code and safety requirements. • Maintain a clear and safe work environment.
Qualification Requirements:	<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>Education/Experience</p> <ul style="list-style-type: none"> • One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. • Experience working with disabled or special needs groups preferred. <p>Language Ability</p> <ul style="list-style-type: none"> • Ability to read and interpret documents such as procedure manuals. • Ability to write routine reports and correspondence. • Ability to convey information/ ideas so others can understand. • Ability to speak effectively before groups. <p>Math Ability</p> <ul style="list-style-type: none"> • Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. • Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. <p>Reasoning Ability</p> <ul style="list-style-type: none"> • Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exist. • Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. <p>Computer Skills</p> <ul style="list-style-type: none"> • Working knowledge of the computers required. <p>Certificates, Licenses and Registrations</p> <ul style="list-style-type: none"> • Ability to obtain and maintain valid CPR, First Aid, and Medication Administration certifications. • Must be 18 years of age or older, possess a valid MN Driver's License and insurable driving record; driving is required for this position • Must be able to pass a Health Card Physical, Motor Vehicle Check, employment history, education and Criminal Background Check, and Drug Screen (post offer).



Job Description

Signature:

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.

Employee Signature _____ Date _____