



Program Development Services Inc.  
6916 New Utrecht Avenue  
Brooklyn, New York 11228

## Job Description

**Job Title:** Direct Support Professional  
**Department:** DD Programs  
**Reports To:** Residence Manager

### Summary

Provide basic Residential Facilitative training to individuals with Developmental Disabilities in their Individual Residential Alternative (group home).

**Essential Duties and Responsibilities** include but are not limited to the following:

- Provide basic training in Activities for Daily Living including toileting, bathing and eating skills.
- Ensures a safe training environment.
- Make suggestions for further training.
- Ensures all aspects of the individual's developmental needs are addressed including behavior management, communication, nutritional well-being, medical care and socialization.
- Provides an environment conducive to learning new skills.
- Ensure the cleanliness of the residence and program areas as they are used throughout the day.
- Prepare, along with engaging individuals in the preparation of meals, serving and clean up after meals.
- Encourages positive interactions with housemates, staff and neighbors.
- Encourages community integration through activities conducive to learning that can be reinforced through participation in neighborhood activities.
- Take individuals to various recreational and community inclusive activities throughout the day.
- Advocates for holistic care for individuals to include requests for clinical services as needed.
- Administers and documents medication administration as per AMAP training and Doctor's orders.
- Notifies site nurse/management of any changes in medication, consumer condition or health.
- Handle emergencies as they occur and notify appropriate supervisor/management and staff.
- Reports all consumer injuries, incidents, concerns and events to management immediately.
- Intervenes when needed to protect individuals.
- In absence of Program Director, uses Agency/Program protocol to notify next appropriate Administrator.

- Document all activities and information in the daily log.
- Provide documentation of observations and training to individuals based on their Individual Service Plan.
- Tracks individual's progress and document all services as per their individual program plan.
- Maintains all required certifications and licensure – AMAP, SCIP-R, CPR, First Aid, NYS Driver's License (for all non-overnight awake positions).

**Competencies:** Knowledge of Developmental Disabilities, ability to work independently ability to request assistance when needed to further the well-being of assigned individuals. Must be able to work as part of a team to ensure the well-being of the individuals.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. High school Diploma/GED and completed the Direct Care Competency OPWDD Course, and/or completed the mandated training curriculum required for certification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Additional Qualifications:**

**Education and/or Experience:** High School Diploma/Equivalent – no additional experience required entry-level position.

**Language Skills:** Good communication skills, written as well as verbal. Bi-lingual if needed, ability to learn basic sign language where needed.

**Mathematical Skills:** Basic routine documentation and tabulation of individual's progress.

**Reasoning Skills:** Able to provide supervision and training for all basic daily living skills to individuals with developmental disabilities.

**Computer Skills:** Able to perform simple functions within the computer such as data entry.

**Certificates, Licenses, Registrations:** Must be cleared through a Criminal Background Check and Fingerprinting, NYS Driver's License; (AMAP, CPR, First Aid - will train).

**Other Skills and Abilities:** Able to teach basic skills, encourage positive interactions among individuals, encourage community integration and socialization, ability to set a positive example to individuals regarding basic socially acceptable skills.

**Other Qualifications:** Positive Attitude towards working with the disabled. Able to work with other staff, families, individuals and neighbors.

**Physical Demands:** Able to assist an individual physically (possible lifting involved) in an emergency or as needed. Able to drive a multi-passenger vehicle with individuals and staff on board.

**Work Environment:** Able to tolerate a loud and busy environment. Able to encourage positive attitude toward individual's capabilities and limitations due to his/her disabilities.

*This job description reflects management's assignment of essential and second functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.*

The minimum wage is \$17.00 per hour.

EMPLOYEE SIGNATURE: I have read the above job description and fully understand my position responsibilities and that I am expected to adhere to all agency policies while employed.	
Print name:	
Signature:	Date: