

Job Description

TITLE:	Lead Direct Support Professional
FLSA STATUS:	Non-Exempt
PHI Access Level:	2
REPORTS TO:	Community Home Director
Hours:	Mon thru Fri 3pm-9pm with potential hours including on call rotation and hours as needed not to exceed 40 hours per week unless authorized by manager
POSITION SUMMARY:	Supervise, train, monitor, and transport individual living in a community-based living home. Assist in helping the individual live the most independent and successful lives possible.

Essential Duties and Responsibilities:

1. Monitor and maintain health and safety issues of the residents and the properties.
2. Daily operation of the facility to include but not limited to: housekeeping, money management, cooking training, medical management, and grooming and hygiene.
3. Household shopping as per Residential Manager, which will require budgeting, monitoring food supplies, and shopping in bulk.
4. Supervise resident Money Management and disburse spending money as per Residential Manager
5. Responsible for resident training and other activities as scheduled
6. Transport residents using Haven Home vehicle as per daily schedule and Residential Manager (Ex: work, medical, recreational, and other activities/appointments)
7. Supervise residents' leisure time activities as per daily schedule and Residential Manager
8. Report all accidents/incidents to supervisor immediately
9. Complete agency training programs in a timely manner, participate in other professional development as required and maintain all required certifications
10. Report any maintenance issues to supervisor.

11. Other duties as assigned by Executive Director, Community Home Director, and Assistant Residential Manager

Case Management Services

1. Accurately records *electronic case notes* that are an objective, current, non-judgmental summary description of the nature and content of the contact, and actions taken as a result of the contact and focus on the plan of services for the person served. Case notes will be recorded in the case note system within 24-hours of the contact.
2. Report monthly progress notes to requesting agency on each individual served assigned to your case load.
3. Assures *individuals rights* of persons served are protected by educating persons served and their employers, as agreed upon by the person served, on job accommodations, assistive technology devices, adaptive work equipment, natural supports, or guidance on behavior management techniques.

*This position requires occasional travel to various off-site locations.

Supervisory Responsibility:

This position does not supervise other staff.

Required Qualifications:

1. High School Diploma or equivalence with one or more years of experience providing development/training.
2. Demonstrated knowledge, skills, and abilities in the use of positive behavior supports, assistive technology devices, accommodations, learning styles, teaching techniques and Universal Design for Learning.
3. Ability to establish and maintain effective working relationships with all stakeholders (e.g., person served, contractors, community resources, etc.).
4. Knowledge, skills, and abilities in identifying developmental needs unique to various diverse populations, including those of different genders, sexual orientation, ethnic group, race, and physical or mental capacity.
5. Ability to work in a flexible environment, prioritizes and works effectively on multiple tasks simultaneously, and follows through on assignments and commitments.
6. Excellent team player, organizational, problem solving, communication, and administrative skills, and attention to detail.
7. Ability to maintain confidentiality of person-served information, and work evenings and weekends as needed.

Preferred Qualifications:

1. Experience working with diverse populations with a focus on individuals with disabilities.

Physical Demands

☒ **Medium** – Exert up to 30 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of light work and usually requires walking or standing to a significant degree. This is a safety sensitive position.

Work Environment

☒ **Limited** - General office environment infrequently exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)

*By signing below, I acknowledge that I have received a copy of this job description for **Direct Support Professional (Haven Home)**. I further acknowledge that I am able to perform the essential duties and responsibilities of the position with or without reasonable accommodations.*

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature

Date

Signature, HR Coordinator

Date