



Mattingly Edge

Employee Job Description:

Direct Support Professional

Minimum Qualifications

1. 18 years or older.
2. High School Diploma or GED and one (1) year experience with someone with a disability.
3. Interest and aptitude to work with and for persons who have intellectual and/or developmental disabilities.
4. Social skills required to relate well with others.
5. Competence to learn and apply best practice strategies for assisting people with disabilities to access a good life.
6. Capacity to work well within a team structure and independently.
7. Physical ability to perform functions of lifting, transferring, positioning, and personal hygiene.
8. Basic language, written, and computer (Word, Excel, internet, Google apps) skills necessary for communication and documentation.

Position Summary

The Direct Support Professional (DSP) provides customized assistance to individuals with disabilities to obtain and maintain valued roles in the community, develop meaningful relationships, and experience a quality home life.

Essential Functions

1. In conjunction with the person being supported and their team, determine desirable valued social roles based on the individual's unique interests, competencies and personality.
2. Identify and pursue promising local opportunities for the development of valued social roles and relationships.
3. Plan and prepare for positive and productive community experiences.
4. Teach skills necessary to fulfill new roles and engage in meaningful relationships.
5. Assist the person to portray a positive image, to put their best foot forward.
6. Facilitate opportunities that promote personal autonomy.
7. Assist with the acquisition of household management skills (i.e., meal planning, errands, housekeeping, etc.).
8. Provide assistance for personal care needs (i.e., medication administration, personal hygiene, etc.).
9. Promote routines that increase health and personal well-being.
10. Carry out daily documentation, record keeping and communication tasks.
11. Attend regular team meetings.
12. Other duties as assigned.

Competencies

1. Creative problem solving and decision making skills.
2. Ingenuity and resilience.
3. Detail orientated and organized.
4. Initiative, personal responsibility and determination.
5. Excellent written and verbal communication skills.
6. Punctual, reliable, trustworthy, works with integrity and ethically.

Class of Employment

Non-Exempt / Hourly

Employee Signature

Date