



JOB DESCRIPTION
Direct Support Worker

JOB TITLE: Direct Support Worker

REPORTS TO: Program Coordinator

JOB SUMMARY: The Direct Support Worker will assist the participant to achieve their dreams, goals, desires, and needs as stated in the Individual Service Plan (ISP) as well as provide specific supports identified in the Individual Plan (IP) and Plans and Approaches. All services and supports will be in line with HCBS Waiver Standards and the Final Rule.

ESSENTIAL JOB FUNCTIONS:

- 1. Implement the approved Individual Plan** This includes activities specific to each participant and each IP is referenced for specific job duties.
- 2. Follow the Final Rule and Self-Determination principles:**
 - Support their right to choose how they live their life, where they live and with whom they have relationships.
 - Support the participant to choose their supports and services (ISP/IP) and who provides them.
 - Support the participant in positive relationships.
 - Support the participant to full access to the community and contribute to their community in a meaningful way.
 - Support the participant with opportunities to seek employment and work in competitive settings.
 - Support the participant to take control and authority of their lives, resources, decisions and actions. This includes their schedule, personal resources and access to food at any time.
 - Support the participant to increase their level of independence through self-help and social skills.
 - Ensure the right to privacy, dignity, respect and freedom from coercion and restraint.
 - Support participants to make decisions to control their schedule, activities, friends, and lives.
 - Help people to determine and realize their dreams.
 - Treat people with dignity and respect (make risks possible by providing a safety net that supports growth in a safe environment).
 - Support participants to find alternatives to paid activities and conserve their resources.
 - Provide a “Can-Do” attitude as long as it is legal and harms no one.
- 3. Assure the participant’s rights and the protection of those rights.**

4. Assure the participant's protection from abuse and/or neglect and report any suspicion such to appropriate person(s).
5. Comply with all HIPAA regulations. Treat all information regarding the participant as confidential and disclose such information only to persons with a written release from the participant or legal representative.
6. Interact with the participant and their circle of support in an emotionally supportive and therapeutic manner and practice effective techniques for reinforcing appropriate participant behavior.
7. Maintain accurate progress records for all areas where data keeping is required.
8. Assist the participant in maintaining a sanitary, safe, clean and healthy environment (this includes housekeeping duties as described in the IP).
9. Meet with supervisor for site visits as requested by your supervisor.
10. Represent Full Life in a professional and collaborative manner when interacting with families and the community at large.

OTHER DUTIES AND FUNCTIONS:

11. Provide supports identified in the ISP such as: Personal Care assistance, Community Inclusion assistance, employment supports, adult day health, respite, etc. and assure privacy at all times.
12. Attend to the health care needs of the participant, assuring any medical orders and diets are followed and if the participant chooses to not follow medical orders and diets, document their choice.
13. Transport the participant to health care providers and other scheduled activities as determined by the participant and IP.
14. Follow the behavior support plans and strategies, intervening when aggressive and/or inappropriate behaviors occur.
15. Provide supervision, socialization and access to community resources.
16. Comply with the Full Life Personnel Handbook.
17. Attend meetings with supervisors and training as required
18. Comply with the Full Life Safety Program.
19. Provide hours of service according to needs of the participant.
20. Perform any other responsibilities as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to complete the Full Life Orientation and credentialing.
- Knowledge in nutrition, housekeeping, meal preparation, hygiene.
- Skills in problem solving.
- Current Certification of CPR and basic First-Aid.
- Ability to communicate effectively in a courteous and professional manner.
- Ability to read documents and written instruction.
- Ability to write and maintain accurate, clear and concise records.
- Ability to stoop, kneel and lift to complete assigned tasks.
- Have basic computer skills/smart device skills to complete training and documentation

- Ability to maintain a patient and positive attitude.
- Ability to drive an automobile in a safe manner.

OTHER REQUIREMENTS OF THE POSITIONS:

- Valid driver's license.
- Clean Traffic Abstract
- No history/conviction of abuse, neglect, theft or other job related activities (within the previous 10 years).
- Current required TB clearance.
- Use of technology for service documentation, electronic visit verification, receiving and acknowledging communications, etc. Employees are required to use their own devices (coordinate with you supervisor if you need assistance).

WORKING CONDITIONS:

This position requires work to be done in various locations. This may include inside the participants' home, outdoors, in local businesses, and in all kinds of weather.

EQUIPMENT USED:

1. Automobile (your personal automobile)
2. Smart Phone (your personal), computer and/or other device
3. Facsimile machine (to fax timesheet and documentation)
4. Adaptive Equipment as specified in the IP (wheelchair, lifts, walker, computer, communication assistance device, etc.)
5. When the IP indicates, this may include household appliances such as vacuum, dishwasher, washing machine/dryer, stove/oven, microwave, etc.
6. Other equipment as identified in the IP.

DAYS/HOURS OF WORK:

The Individual Plan provides direction and the participant determines days/hours of work for their DSW. Schedules are participant driven and remain flexible to meet their needs.

MENTAL DEMANDS:

1. Use of judgment or discretion in problem solving
2. Working with minimal on-site supervision
3. Following verbal and written instructions
4. Working cooperatively with others (participant, family, community members)
5. Coordinating and organizing time to meet the IP activities
6. Meeting timelines
7. Requires alertness to respond to audio and visual cues from the participant and environment.
8. Respond to emergencies
9. Respond to behavioral and health related incidents

PHYSICAL DEMANDS:

Requires assisting participants with physical movement as required and may include: in/out of automobiles, in/out of swimming pools, up/down steps, pushing a wheelchair, physically assisting the participant to walk, get in/out of bathtub/shower, etc. This would include transferring participants to and from wheel chairs, lifting, bending, kneeling and pushing. Specific assistance is identified in each IP.

Physical demands of the position will also be dictated by the specific activities of each participant IP. For example: if housekeeping is an activity of the IP, stooping, squatting, running a vacuum and mopping may be physical demands.

COMMUNICATION DEMANDS:

Must understand and carry out oral and written instructions.
Requires timely oral and written communication with supervisor, co-workers, Full Life administration, participant/family and others.
Ability to understand and respond to non-verbal communications as required by participant.

NOTE:

The exposure category designation for the Direct Support Worker is *category one*. This means that the employee provides support that involves a potential for contact with mucous membrane or skin contact with blood, body fluids or tissues or a potential for spills or splashes of them.

NOTE:

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. From time to time other duties may be assigned.

I have read the job description for the Direct Support Worker. I understand and agree to follow these responsibilities as stated.

Name: _____
Please Print Please sign

Date: _____

HR Representative: _____
Please Print Please sign

Date: _____