

Direct Support Professional (DSP) Job Description

(Enter EOR Name)

A Direct Support Professional's (DSP) primary responsibilities are centered around supporting our family member with an intellectual/developmental disability in leading a self-directed life. The DSP helps them to maximize their potential by maintaining and/or developing skills and abilities and interacting in their community to the degree they are interested.

General Job Responsibilities:

- Assist as appropriate with the delivery of activities to enhance their physical, social, emotional and intellectual development.
- Maintain a schedule of services/activities.
- Assist as appropriate with eating, bathing, dressing, personal hygiene, and activities of daily living.
- Assist as appropriate in participation in leisure/recreational activities.
- Assist as appropriate with preparation of meals as needed.
- Assist as appropriate with housekeeping tasks essential to the health and welfare of the individual.
- Provide support and companionship that offers relief to family or primary caregiver as appropriate.
- Monitor and report on status of health and safety.
- Complete documentation of activities and significant events.
- Submit documentation and payroll data according to scheduled deadlines.
- Other duties as assigned.

Individual Specific Responsibilities

- Provide individual specific support as specified in the following documents:
 - The Individual Support Plan (the MCO plan)
 - The EOR Individual-Specific Support/Training Plan
 - The EOR Individual-Specific Short Range Goal Plan and Task Analysis
- Apply individual specific strategies as instructed to support their emotional, behavioral and/or communication needs.
- Complete initial and ongoing training and staff development activities

Requirements/Qualifications:

- Must be at least 18 years old.
- High school graduate or equivalent. Achieve competency in required knowledge, skills, and abilities (training provided).
- Have a clean criminal record, healthcare registry, and Office of Inspector General checks.
- Have a satisfactory driving record and appropriate limits of auto insurance if providing transportation.

Disclosures

- Work may include driving the individual to community activities.
- Work may require moderately heavy physical exertion on a regular and recurring basis. Work may include assisting with transfers (wheelchair to chair, bed, or tub, for example), and significant physical support to assist the client with daily activities.
- The employee must frequently lift and move up to 25 pounds and occasionally lift and move up to 50 pounds or more depending on individual specific needs.

Name of DSP: _____

Signature of DSP: _____ Date: _____

Signature of EOR: _____ Date: _____