

# Direct Support Staff General Job Description

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## RESIDENTIAL

Under the general supervision of the Vice President - Residential Services/Legislative Affairs and under the direct supervision of the Direct Support Services Supervisor or the Direct Support Staff Supervisor is responsible for assisting and instructing individuals with developmental disabilities in a supported residence to insure their safety and well-being, independence and inclusion into the community. Shifts will vary.

## DAY HABILITATION

Under the general supervision of the Vice President –Habilitation/Health Services and under the direct supervision of the Life Education Services Supervisor is responsible for instructing and facilitating opportunities for adults with developmental disabilities to master skills in activities of daily living and/or pre-vocational/vocational programs that insure their safety and well-being, independence and inclusion in the community. Positions may be part-time or full-time. Shift assignments vary by individual need and/or program. Most shifts are Monday through Friday, 8:00am to 4:00pm.

## Essential Functions

- Assisting individuals served with all activities of daily living, including but not limited to safely transferring or physically assisting people to/from wheelchairs, in/out of bathtubs, etc...
- Reading/writing/comprehending the English language
- Reporting to work on time and following departmental procedures for calling in sick, taking time off, or leaving a shift early
- Assisting individuals served in necessary personal care, including but not limited to bathing, showering, toileting, flossing and brushing teeth, assisting with dressing in appropriate clothes. Contact with and the cleaning of bodily fluids may occur (i.e.: vomit, feces, urine )
- Performing the physical components of the Mandt System and CPR/First aid, including but not limited to bending, reaching and supporting weight in order to keep people safe.
- Cleaning of work site which requires- bending, lifting, reaching, working on hands and knees, and working with cleaning supplies
- All positions must be able to stay awake and mentally and physically alert during the shift.
- Attending all Ark required departmental meetings and trainings yearly within the required time frame.
- May be required to be able to lift or support up to 50 lbs, depending on assigned work site, and support the weight of individuals served during some routine personal care tasks and during emergency and/or physical interactions.
- Communicating with clients and other staff members within professional communication bands
- Managing stressful situations with respect for clients' dignity
- Maintaining Driver's license and a motor vehicle record that is acceptable to Ark Regional Services insurance carrier for positions that are required to transport individuals served.

## Job Duties

- ❖ Will adhere to the philosophical principles of the agency.
- ❖ Will participate in all required education and training sessions and access available training resources.
- ❖ Will value each individual in all circumstances.
- ❖ Will assist and provide support in the cleanliness and health of each individual and their living environment.
- ❖ Will ensure that each individual and their working and living environment are safe.
- ❖ Will work with each individual to accomplish their goals and desired activities addressed in the Plan of Care.
- ❖ Will adhere to all attendance guidelines and recognize that attendance impacts the role of the organization and the services provided to all individuals.
- ❖ Will work and act in a professional manner when interacting with supervisors, co-workers, individuals who receive services, including their families and guardians, and surveyors.
- ❖ Will use the following equipment: wheelchairs, walkers, lifts, gait belts and household appliances.
- ❖ Other duties as assigned

## MINIMUM QUALIFICATIONS

No experience required.

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**FLSA STATUS:** Non-exempt    **OSHA:** Occupational Exposure

Developed: 4/24/2001

Revised: February 2010, October 2007, April 2006, November 2002