



JOB VACANCY ANNOUNCEMENT

DEPARTMENT: Support Services

POSITION: Direct Support Professional -Driver

Pay: \$15.00 per hour

FT: Monday-Friday

GENERAL DESCRIPTION

Under the general supervision of Support Services, is responsible for assisting individuals with developmental disabilities in accessing environments and assisting people to actively engage in their life through new opportunities, healthy relationships, and lifelong learning.

MINIMUM QUALIFICATIONS

Current driver's license with a motor vehicle record that is acceptable to Ark Regional Services insurance carrier.

HOW TO APPLY

Apply in person to Ark Regional Services, 1150 North 3rd, Laramie, WY 82072 or on line at www.arkregionalservices.org

Open until further notice.

Ark Regional Services is an EEO employer.

TDD 1-800-545-1813 Extension 308

Date Released: March 5, 2025

Direct Support Professional General Job Description

Under the direct supervision of the Client Services Manager, is responsible for supporting people with intellectual and developmental disabilities to actively engage in their life through new opportunities, healthy relationships, and lifelong learning.

Essential Functions

- Assuring adherence to the Vision, Mission, and Values of Ark Regional Services.
- Reading/writing/comprehending the English language.
- Assuring that people for whom we provide services are supported in all activities of daily living, including but not limited to safely transferring or physically assisting people to/from wheelchairs, in/out of bathtubs, etc.. Depending on assigned work site, may be required to support or lift up to 50 lbs.
- Assuring that people for whom we provide services are supported with necessary personal care, including but not limited to bathing, showering, flossing and brushing teeth, assisting with dressing in clean, seasonally appropriate clothing which is in good repair. 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.
- Staying awake and mentally and physically alert during entire shift.
- Cleaning of work site which requires- bending, lifting, reaching, working on hands and knees, and working with cleaning supplies.
- Attending all Ark required departmental meetings and trainings within the required time frame.
- Communicating with all people within the professional band of communication.
- Managing stressful situations with respect and dignity for all involved.
- Maintaining Driver's license and a motor vehicle record that is acceptable to Ark Regional Services insurance carrier, as per required by specific duties and responsibilities of position.

Job Duties

- ❖ Adheres to all expectations as outlined in Ark's expectations pages.
- ❖ Other duties as assigned

MINIMUM QUALIFICATIONS

No experience required.

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

Developed: 9/2018

Reviewed: 2019, 2020, 2021, 2022, 2023, 2024

Revised: February 2019, 2020, 2021, 2022, 2025