



TITLE	DRIVER (CLASS B) & Direct Support Professional (DSP)
REPORTS TO	Department Supervisor/Manager
CLASSIFICATION	Non-Exempt (Hourly) PLUS Overtime (7am to 5pm) Mon-Fri
DEMOGRAPHICS	Adults with Developmental Disabilities ages 18 and above
IPS MISSION STATEMENT	
To be the choice provider of services for adults with developmental disabilities by supporting each individual with training that promotes the capacity to make autonomous decision in all settings including employment.	
IPS VISION	
To be the front-liner Service Provider in the lives of adults with developmental disabilities through sustainable work-related and social activities.	
IPS PHILOSOPHY	
We believe that individuals are capable of participating in any activity of choice, if included. Hence, we believe <i>"When support improves, outcomes will increase"</i>	
IPS CORE VALUES	
Integrity	Doing what we say we'll do, with honesty and reliability, at all times.
Safety	Creating a safe and productive work environment where differences are respected.
Empathetic	Being sensitive and responsive to the needs of others in the pursuit of outcomes.
Quality	Adhering to the highest standards of excellence based on ethical standards.
Rights/Choice	Supporting person-served with options that facilitates informed decision making.
Dignity	Acknowledging the rights of person served to be treated with respect and privacy.
Experience	Person served deserves the right to inclusion, joy, fail, succeed or refuse participation
Responsibility	Educating person served about consequences of certain decision without being a slacker.
Employment	Employment is not the sole definition of independence but it is an opportunity to promote engagement, inclusion and self-esteem. Person served needs equal opportunity with support.
Independence	Providing support that raises awareness, promotes self-help to assume control of one's life.
Cultural Competence	Improving cultural education and competence to reduce inclusion barriers resulting from language, culture, preferences and sexual orientation.
Zero Tolerance	Person served deserves to express complaints without retribution. Any form of abuse is not acceptable and is reportable to the authority.

Job Summary:

Direct Support Professionals (DSPs) are equipped to provide person-centered, ability-based skill training for adults with disabilities to learn various routine tasks that can improve the level of self-dependence. There are different types of disabilities which includes intellectual disabilities, autism spectrum disorders, Down syndrome, language and learning disorders, cerebral palsy, vision impairment and hearing loss any of which hinders each individual from optimum performance with daily living routines. We all need help with one thing or the other at different stages of life. The role of DSPs is to assist with personal care, socialization and communication skills, choices and decision making and to help the individual discover inner strength, interests, dreams and goals. A DSP encourages the individual to participate in their own lives, advocate for equal opportunities in integrated settings including employment, accommodation, freedom to use public amenities and safeguard from abuse.



Duties and Responsibilities:

1. Person-centered planning, Care, Supervision and Support

- ♠ DSP must be alert at all times during skill training, social activities, meal time or while in transit.
- ♠ One size does not fit all. Read the goals of each individual you support. Understand the needs.
- ♠ Follow the curriculum and associated task analysis designed to accomplish task independence.
- ♠ Support each individual with options and guidance to make informed life choices.
- ♠ Align daily activities with Individual Program Plan (IPP), monitor and document progress on Therap.
- ♠ Support individuals to improve self-help with daily living skills and personal support needs.
- ♠ Engage individuals in activities that supports acquisition of social capital and community integration.
- ♠ Assist individuals in planning and structuring preferred activities.
- ♠ Bring your own skills, strengths and interests to supporting individual' activities.
- ♠ Support individuals to exercise their rights and responsibilities in all areas of their lives.

2. Rights, Dignity and Respect.

- ♠ Use person-first or preferred language when appropriate.
- ♠ Listen carefully, communicate respectfully and clearly with the individuals you support.
- ♠ Maintain confidentiality of information and support privacy at all times (time and space).
- ♠ Talk with individuals about options and include them in discussions about their lives.
- ♠ Be an ally not a slacker. Teach individuals to know and exercise their rights when appropriate.

3. Promote Physical, Emotional and Environmental Wellbeing.

- ♠ Be observant, maintain a safe and comfortable environment that promotes optimal individual health.
- ♠ Keep medications safe, administer according to 8Rs. Monitor reaction and document accurately.
- ♠ Utilize Non-violent Crisis Prevention techniques (CPI) in case of violent or inappropriate conduct.
- ♠ Use appropriate tone, redirection at all times to deescalate tension and minimize risk of injury.
- ♠ Ensure that individuals are free from abuse, neglect and exploitation. Report suspicion.
- ♠ Follow all Emergency Action Plans in the event of a crisis at the Agency, Community or while in-transit
- ♠ Report exceptions and complete required documentation, either T-log or SIR. (Ask supervisor)

4. Community Integration

- ♠ DSP will support individuals to explore, engage and reduce barriers to enjoying community benefits.
- ♠ Support individuals with opportunities to seek desired employment in competitive integrated settings.
- ♠ Support individual to optimize autonomy and independence in making choices for desired outcomes.

5. Customer Services and Professionalism

- ♠ Recognize that Person served and their families are the most important stakeholders of this Agency.
- ♠ Be courteous to all individuals, parents, co-workers, drivers, community partners and neighbors.
- ♠ Follow organizational hierarchy and protocols for communication, reporting and complaints.
- ♠ Be honest, truthful and act with integrity in observance of Agency rules, policies and procedures.



Additional Duties of Drivers:

- Pick up Person-served from residence to drop off at Agency
- Support with transportation to Volunteer/job sites as needed
- Return person-served to various residence or designated drop off locations.

Qualifications:

- ♥ Minimum of 2 years driving experience
- ♥ High School Diploma and proficiency in written English language and computer skills.
- ♥ At least **One year** experience working with adults with developmental disabilities
- ♥ Ability to pass criminal background checks and Tuberculosis screening test
- ♥ A clean H6 Printout
- ♥ A valid B Driver's license with Passenger Endorsement
- ♥ Ability to pass and maintain required trainings such as CPR/First Aid, Medication Administration and Positive Behavioral Support Training Working Conditions
- ♥ Willingness to support individuals with personal care including changing undergarments and feeding.

OTHER EXPECTATIONS:

DSPs work in a changing environment that adjusts to the needs of the individuals in program services. The environment may be fast-paced with interruptions, distractions and deadlines. DSPs need to be flexible and be able to adjust to changing needs or activities of each person supported. Depending on the needs of the individuals, the work can be physically demanding including transferring or supporting individuals with mobility needs, lifting or moving items up to 50 lbs, walking or standing for extended periods of time or providing support through CPR/First Aid, behavioral support, and other interventions. DSPs must have an insured vehicle in good working order to utilize for incidental transportation required for staff and program participants to and from community activities.

Required Trainings: All new hires will undergo a 40 hour New Employee Orientation session to cover such topics as Intro to Developmental Disabilities, The Regional Center and Community Care Licensing requirements (Title 17, 22 and CMS Final rules), Rights and choices of person-served, Positive Behavior Supports, Medication Administration, Abuse, Neglect & Exploitation, Blood Borne Pathogens, Person-Centered Planning, HIPAA/Privacy & Confidentiality, and any other assigned trainings such as DSP 1 & 2.

Acknowledgement:

I have received and reviewed this Job Description. I assume responsibility for understanding and implementing the requirements as part of my duty for the position I am hired and paid for.

Employee: Print name

Signature

Date

Supervisor/HR Print name

Signature

Date