



Redefining Abilities LLC

## **DIRECT SUPPORT PROFESSIONAL**

### **Position Summary**

The Direct Support Professional is responsible for a variety of duties related to the overall care of residents with developmental disabilities who reside in Redefining Abilities residential program. This includes direct care of program residents and implementation of Support Plan (SP) and Behavior Plan (BASP). Direct Support Professionals are required to perform all duties in accordance with State of Florida regulations and Redefining Abilities policies and procedures.

### **Essential Duties and Responsibilities:**

#### **Daily Programing**

- ✓ Provides transportation to and from activities;
- ✓ Assists in the implementation of resident's SP and BASP goals;
- ✓ Assists residents in the pursuit of recreational, social and community activities based on their preferences and SP goals;
- ✓ Assists and encourages residents in the establishment of social networks;
- ✓ Promotes participation and involvement in community outings;
- ✓ Works all assigned schedules, including but not limited to: arriving and departing on time, requesting time off in advance, and notifying your supervisor of changes to assigned work schedule;
- ✓ Ensures each residents' rights are protected;
- ✓ Treats residents with dignity and respect;
- ✓ Adheres to policies related to boundaries with residents;
- ✓ Follows daily shift assignment schedule for cleaning and housekeeping duties. Completes assigned rounds between shifts.
- ✓ Demonstrates proper use of Safety Care procedures and all competencies that are designed to manage aggression, self-injury and/or property destruction.
- ✓ Projects a professional appearance and a willing, positive, and courteous expression in performing tasks. Cooperates with fellow workers, supervisors, residents, visitors, etc. in performing tasks. Interacts verbally/non-verbally in a professional manner during working hours.
- ✓ Ensure compliance with all federal and state rules and regulations. Completes other duties as assigned by supervisor



## Redefining Abilities LLC

### **Activities of Daily Living**

- ✓ Administers medications to residents as assigned;
- ✓ Observes and documents residents for any changes in behavior
- ✓ Medication administration;
- ✓ Ensures residents are dressed neatly and appropriately and are groomed at all times;
- ✓ Assists and encourages residents to care for immediate personal needs such as toileting, washing their hands, and eating;
- ✓ Prepares nutritional meals for residents
- ✓ Encourage resident to keep the house and their personal space clean, organized, and tidy
- ✓ Teaches residents daily skills such as household chores, laundry, cleaning, and washing dishes, as appropriate according to their resident plan;

### **Communication**

- ✓ Observes residents for evidence of injury or bruises and evaluates for changes in emotional and physical status;
- ✓ Reports any noted problems to the supervisor immediately and complete a written incident report form;
- ✓ Acts as a representative for Redefining Abilities in a professional manner when required, to families, service coordinators, State officials, community partners, local businesses, and employers;
- ✓ Represents Redefining Abilities in a professional manner to families, service coordinators, State officials, and community partners when required;
- ✓ Maintains resident confidentiality;
- ✓ Communicates with supervisor when items related to residents personal needs and personal space needs to be purchased;

### **Documentation**

- ✓ Documents all program data, including but not limited to: resident plan data, behavior plan data, community integration logs, assessments, resident funds requests, mileage logs, maintenance requests forms, and supply acquisition forms;
- ✓ Documents residents health (i.e. seizure charts, weight, bowel movements, fluid intake.);
- ✓ Ensures that all documentation is completed accurately and in a timely manner;
- ✓ Ensures Medication Administration Record (MAR) entries are completed daily;
- ✓ Completes communication logbooks during shift;
- ✓ Clocks in and out before and after every shift and submits Leave Request forms when applicable;
- ✓ Implements electronic and paper documentation of training needs including programming, incident reporting, data collection and behavior observations;
- ✓ Demonstrate competency of required training for Group Homes to include medication administration (if applicable)



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### **Safety**

- ✓ Assists residents when entering and exiting vehicles while on community outings, as well as entering and exiting the building safely;
- ✓ Supervises mealtimes based on residents needs, especially those identified as a risk for choking;
- ✓ Observes appropriate staffing ratios;
- ✓ Reports unsafe conditions, environment, and equipment to the supervisor;
- ✓ Follows safety protocols to foster a safe working environment;

All other duties as assigned.



## Redefining Abilities LLC

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#### **Qualifications**

Direct Support Professional of Redefining Abilities LLC must be age 18 years or older, have a high school diploma or GED, and have at least one year of verifiable experience working directly with residents receiving services in a medical, psychiatric, nursing, or childcare setting or working with consumers who have a developmental disability. In lieu of the required work experience, contractors may have 30 semester hours, 45 quarter-hours, or 720 classroom hours of college or vocational school.

#### **Screening Requirements**

- ✓ Life Scan (Redefining Abilities LLC must register the contractor)
- ✓ Local records check (Provided by contractor's county clerk office)
- ✓ Driver Record Check (provided at the tax collector's office)
- ✓ Affidavit of Good Moral Character (Will be provided by Redefining Abilities LLC during interview)

#### **Required Training**

All training must be completed by an approved Agency for Persons with Disabilities trainer. All training must be completed prior to signing Redefining Abilities LLC's contract. Redefining Abilities LLC will provide a list of qualified trainers with both onsite and web-based training. Below is a list of all required training and the training frequency.

<b>Course Title</b>	<b>Frequency</b>
Zero Tolerance	Every 3 years (Prior to start work)
HIPAA	Every year (Within 30 days)
Direct Care Core Competencies (DCCC) <sup>1</sup> *must pass with an 86 or higher	One time (Within 90 days)
Overview of APD Waiver Provider Requirements	One time (Within 90 days)
AIDS/HIV/Infection Control	Valid Certificate (Within 90 days)
First Aid	Valid Certificate (Within 90 days)
CPR	Valid Certificate (Within 90 days)
Registered Behavior Technician (RBT)	Valid Certificate (Only for BF staff)
Reactive Strategies	Once time