

MAGIC CITY ENTERPRISES

DIRECT SUPPORT PROFESSIONAL

Department: Habilitation

Job Analysis: July, 2016

Note: Statements included in this description are the essential functions of the position. Other functions may be assigned.

Relationships

Reports to: Community Service Director/Habilitation Supervisors

Supervises: Participant Habilitation Programs

Other Internal Contacts: All MCE Staff and Participants

External Contacts: Parents, guardians, family members, community facilities and resources.

Work Environment: 5% internal meetings, 95% contact participants in MCE programs, classes, facilities and community locations.

Job Summary

Supports program participants in their development of basic living and social skills with the primary goal of integrating them into the community while meeting their needs and abilities as outlined in their Individual Plans of Care. Works varied hours and locations as assigned.

Job Qualifications

1. High School education or equivalent.
2. Knowledgeable about people with developmental disabilities.
3. Ability to work flexible hours for scheduled activities, in house and in the community.
4. Ability to keep accurate documentation.
5. Physically able to assist participants as needed, able to lift up to 50 lbs safely.
6. Basic computer skills.
7. Valid Wyoming driver's license and insurable.
8. One year work experience preferred.

(Codes for Rating = #1 / Doesn't Meet Standards #2 / Meets Standards #3 / Exceeds Standards)

Essential Functions

1. Training

- A. Develop participant’s basic living skills such as social, domestic and hygiene through instruction and encouragement.
- B. Assist with and document the development and implementation of long term and short term goals for the participant as developed by their individual support team and as defined in their Individual Plan of Care.
- C. Develop and maintain a positive and effective relationship with the participant, families, guardians, case managers, program staff and other service providers with the goal of assisting the coordination of the participants needs.
- D. Perform and assist the participant with personal hygiene as needed (e.g. bathing, brushing teeth, shaving, nail clipping, dressing, bodily functions and appearance). Follow personal care services assigned by a health care professional which may include documentation and/or reporting of change in status, appearance, wellness programs of the participant.
- E. Understand and advocate for the rights of the individual participant in a positive and proactive manner while treating all participants with dignity and respect.
- F. Proactively create a positive atmosphere and react to crisis situations in a calm, professional manner. Demonstrate the ability to prevent or defuse crisis situations with minimal assistance.
- G. Perform or assist participant in basic domestic duties as needed (e.g. cooking, cleaning, laundry and shopping).
- H. Coordinate and assist with participant’s schedule including but not limited to participation in leisure activities, social events, medical appointments, professional team appointments and employment.
- I. Assist participants with the purchase of food, supplies and services and keeps documentation and receipts for all participant spending. Assist participants with the use of debit cards if applicable and maintain accurate records of use.

	1	2	3
A			
B			
C			
D			
E			
F			
G			
H			
I			

(Codes for Rating = #1 / Doesn't Meet Standards #2 / Meets Standards #3 / Exceeds Standards)

Essential Functions

2. Quality Assurance

- A. Become familiar with and follows Individual Plan of Care for all assigned participants.
- B. Is fully familiar with and/or knows where to find policies, procedures and guidelines for Magic City Enterprises and Habilitation Programs.
- C. Assure safety and sanitation of the facilities settings to include emergency drills and responses, first aid, cleanliness of the physical space and safe handling/storage of cleaning supplies and up keep of facility.
- D. Facilitate, monitor and offer client medications, if necessary, at appropriate time as documented on Medication Administration Record and works with MCE Nursing Services staff to assure the health and medical needs of consumers are met.
- E. Maintain records and complete documentation as required by the Wyoming Department of Health.
- F. Attend required staff meetings and assigned in-service training.
- G. Maintain training and certifications in accordance with MCE policy, State standards and individual participant needs.
- H. Serve as a good role model to participant, program staff and any other internal or external contacts, including modeling a positive attitude when representing the company and/or its programs.
- I. Assure individual's rights are not violated and assist with documentation of participant grievances and concerns.
- J. Maintain a positive attitude, follow work schedule in a responsible manner, maintain an appropriate appearance, demonstrate initiative and use good time management skills.
- K. Assure safety of participants and general public when in the community.

	1	2	3
A			
B			
C			
D			
E			
F			
G			
H			
I			
J			
K			

(Codes for Rating = #1 / Doesn't Meet Standards #2 / Meets Standards #3 / Exceeds Standards)

Essential Functions

3. Health and Safety

- A. Know the whereabouts of assigned participants at all times; reports concerns to the supervisor in a timely manner.
- B. Keep participant files up-to-date and secure, maintain confidentiality regarding all information on participant, programming and parents/guardians.
- C. Identify changes in behavior and/or health in order to detect potential medical concerns.
- D. Knowledgeable in adaptive equipment. Be able to troubleshoot problems to ensure safety of participant.
- E. Knowledgeable of all safety procedures and how to deal with a participant who does not choose to be safe.
- F. Participate in Health Watch conducting assessments and documenting for designated participants.
- G. Is knowledgeable of participant plan of care and follows all safety, health, behavioral and medical guidelines as outlined in the Individual Plan of Care.

	1	2	3
A			
B			
C			
D			
E			
F			
G			

4. Communication

- A. Communicate participant, general information, day activities and events to all staff through Therap.
- B. Maintain professional and timely communication with other staff members regarding any interagency or interpersonal concerns, issues or problems.
- C. Interact positively and appropriately with community members (schools, physicians, DFS, visitors) both in person and by telephone.
- D. Document significant events on GER's in Therap.
- E. Function positively with other team members and report to manager/supervisor on classes and activities.
- F. Respond to feedback and suggestions of supervisors in a constructive manner.
- G. Address agency concerns appropriately and uses grievance procedure when needed in a time of conflict.
- H. Responsible for set up and follow up for classes and activities conducted through Day program.

	1	2	3
A			
B			
C			
D			
E			
F			
G			
H			

Print Name: _____

Signature: _____ Date: _____