**Job Description**

**(Full time , Part time and PRN) Daytime, nighttime, overnight and weekend shifts available**

**SHIFT: Daytime, nighttime, overnight and weekend shifts available**

**Job Description**

The Direct Support Professional is a direct-care staff position responsible for the operation, coordination, instruction and supervision of consumers in residential support homes or life enrichment center facilities while ensuring the protection of the individuals' rights. This position is responsible for assisting individual consumers in acquiring and maintaining self-help, socialization, and adaptive skills necessary to reside successfully in home and community-based settings, promoting a safe and healthy living environment and increasing the capabilities of the individual consumer within the policies and procedures of the organization.

**JOB REQUIREMENTS**

* Provides for the complete care of the consumers, including direct supervision of activities of daily living (grooming, eating, bathing, toileting, dressing, and personal hygiene).
* Maintains the facility (group home or day hab space) and equipment in a safe and clean condition and reports repair needs in a timely manner.
* Provides reinforcement of counseling and therapy activities; corrects unacceptable behavior and helps people served meet the necessary requirements of the house and/or program rules.
* Provides assistance with medications and the performance of tasks as delegated by an RN.
* Maintains clinical records and documentation as required by organization policies and procedures such as, but not limited to, documentation of consumer expenditures, significant observation notes, and any behavioral management activities.
* Prepares meals and provides assistance with meal planning and preparation as indicated by individual need.
* Assists in securing and providing transportation; keeps inside of vehicles clean and ensures sufficient gasoline level for next usage.
* Provides housekeeping or assistance with housekeeping as indicated by individual need.
* Provides assistance with ambulation and mobility.
* Makes written reports of significant incidents occurring during shift.
* Provides direct supervision of individuals' safety and security through preventive techniques, including conducting fire drills as required.
* Assists in carrying out the training outlined in behavior management plans or behavior strategies, provides input to individual program planning for people served, and completes required documentation in a timely manner, including supervision of people served in workshop activities.
* Assists in facilitating inclusion in community activities, use of natural supports, social interaction, participation in leisure activities, and development of socially valued behaviors.
* Supervises people served in recreational activities both in and out of residence or life enrichment center.
* Develops and maintains positive relationships with consumers, co-workers, families and other agencies.
* Assists in program plan development as required by Care Coordinator or supervisor.
* Participates in program plan implementation and provides continuous instruction, supervision, training, encouragement and reinforcement to consumers according to program outlined in plan.
* Participates in review process of individuals' programs.
* Completes documentation of ISP training goals, training reports and other areas of program compliance in a timely manner.
* Advocates for individual consumer rights and reports suspected abuse & neglect to supervisor immediately (within one hour).
* Attends and participates in staff meetings and training as required.
* Advises supervisor or support coordinator of any special needs or emergencies and recommends follow-up.
* Assists supervisor with budget control activities, e.g., conserving resources, reducing utilities cost, avoiding waste, reducing overtime, etc.

**QUALIFICATIONS**

* Working knowledge of basic computer functions.
* Good oral and written communication skills.
* Ability to write routine reports and correspondence.
* Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
* Ability to deal with problems involving several concrete variables in standardized situations.
* Ability to read and comprehend simple instructions, short correspondence and memorandums.
* Ability to effectively relate information to other employees of the organization.
* Valid Texas Drivers License.

Job Types: Full-time, Part-time, and PRN

Job Types: Full-time, Part-time

Salary: $10.00 /hour