

<b>Job Title:</b>	<b>Direct Support Personnel (DSP)</b> <b>Project FRIENDS</b>		
<b>Department:</b>	Human Services	<b>Union Status:</b>	Non-Union 29 hours or less
<b>FLSA</b>	Non-Exempt	<b>Supervision Received:</b>	Clinical Administrator and Program Director
<b>Last Revision:</b>	5/2018	<b>Supervision Exercised:</b>	
		<b>Pay Grade:</b>	

Direct Support Professionals (DSP's) provide care and support for participants of Town of Coventry, Project Friends in community, day service program, and participant's home.

DSPs are the link to the community for those we serve. Whether you're helping someone ride the bus for the first time, prepare for a job interview, attend college classes, do their own laundry, or assist with personal care, at the end of your work day, you know you have made a difference in someone's life.

Based in community settings, DSPs provide assistance with daily activities ranging from meal preparation, personal hygiene, and medication administration, to accompanying individuals on the community-based services or activities. In addition, DSPs support therapeutic and behavioral plans, working closely with our clinical staff, to enhance the quality of life for those we support

A DSP plays a crucial role in the lives of participants by assisting them to become self-sufficient and lead an independent and inclusive lifestyle.

#### **Essential duties and responsibilities:**

- Provide participants of Project Friends with necessary support in personal care.
- Provides vocational, educational, social, and recreational, integration with the community and adult daily living skills.
- Will be expected to use all resources and tools designed to increase success of participant as indicated by Project Friends Coordinator.
- Will be required to attend all trainings relevant to Project Friends and maintain an active CPR certification.
- Will be an active member of a team whose primary objective is the accomplishment of individuals as stated in the Individual Service Plan.
- Will facilitate activities with individuals or a small group of participants as directed by Project Friends Coordinator.
- Will assist with special events to include Special Olympics.

### **Supervision**

Employee works under the general supervision of the Director of Human Services. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. Employee refers unusual situations to the Social Work Supervisor for advice and further instructions. Work is reviewed only to an extent sufficient to insure that completed work, methods used are technically accurate, and that instructions are being followed.

### **Job Environment:**

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Employee uses clinical judgment to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline to use in a given situation. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or information involved, or sought, in a particular situation.

The position has frequent contact with the public; in person, in writing, and on the telephone, to respond to inquiries or requests for service coordination. Other contacts are with other town employees, vendors, and State agencies and officials.

### **Recommended Minimum Qualifications**

#### **Physical and Mental Requirements**

The employee works in a moderately noisy office setting and employee is required to sit up to 2/3<sup>rd</sup> of the time; stand, walk, talk, listen, use hands, The employee transports individuals throughout the community and occasionally lifts up to 30 pounds. The position has normal vision requirements. Equipment operated includes; operating a motor vehicle, office machines, computers, and miscellaneous office equipment.

#### **Education and experience:**

- High School diploma or GED is required.
- Previous experience with the developmentally disabled population is preferred but not required.
- Applicant must have active driver's license and vehicle insurance.

*My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive and that employment is at-will.*

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*Signature*

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*Date*

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*Printed Name*