

**HOPE HAVEN
JOB DESCRIPTION
DIRECT SUPPORT TECHNICIAN**

CLASSIFICATIONS:

This position is a direct support staff position. Status is either full or part-time, paid on an hourly basis and FLSA non-exempt. The Program Coordinator supervises this position.

PRIMARY PURPOSE:

The primary duty is to provide direct support services (self-help, self-direction, etc.) to individuals with developmental disabilities in their homes, the facility, the community and/or the workplace.

PRINCIPAL ACCOUNTABILITIES:

This position is accountable to the constituents and their families, respective case coordinator, lead DST, supervisor and the administrative staff. This position is principally responsible for providing direct support services (self-help, self-direction, etc.) and documentation of those services.

JOB RESPONSIBILITIES AND PERFORMANCE STANDARDS:

Responsibility Number 1: 50%

Provides direct support services to individuals, including supervision and skill development consistent with individual choices and outcomes.

Performance Standards:

- Provides services that maximize independence, individual levels of functioning, and community integration
- Works with constituent and constituent representatives to implement individual plans and outcomes consistent with constituent needs
- Provides assistance with personal care, personal hygiene, daily living, community living, work skills, and home management skills
- Develops and implements opportunities for community activities and/or employment according to constituent choice
- Communicates and coordinates with staff program and constituents needs

- Maintains accurate production records as applicable and submits them in a timely manner
- Insures quality controlled production and work behaviors to meet specifications and requirements as applicable
- Maintains invoices or inventory on in-coming and out-going work as applicable
- Stays knowledgeable of program outcome measures relative to position and program
- Participates in implementation of all behavior management
- Follows individual schedules and completes tracking/recording system for checking progress toward meeting outcomes
- Works with case coordinator or lead DST in development, implementation, and monitoring of outcomes
- Participates in staffings as applicable
- Assures necessary level of supervision of assigned constituents at all times
- Maintains a positive environment that is conducive to constituent growth, motivation, and well being
- Maintains constituent awareness and knowledge of safety and environmental needs including emergency procedures, work safety, community safety, and home safety
- Provides transportation for constituents for activities, work, or regular routes when requested and follows agency and DBHDD policies for transport and documentation. Falls under "essential" category with regard to acceptable motor vehicle record for performance evaluation purposes
- Reports known exposure to tuberculosis and hepatitis to supervisor immediately
- Is aware of constituents' civil and human rights and provides support to exercise these rights. Makes referrals to supervisor when constituent needs advocacy assistance.
- Completes and submits all required records, check stubs for billing purposes as applicable, reports, notes, constituent data, etc in a timely manner
- Provides two monthly job maintenance per month to meet programmatic requirements as applicable
- Complies with all DBHDD, CARF, Agency P&P, and regulations for Community Living Arrangements, Private Home Care Provider, or Personal Care Homes as required
- Fulfills basic terms and conditions of employment

Responsibility Number 2: 20%

Maintains documentation requirements involving constituent and/or program record keeping.

Performance Standards:

- Follows all requirements regarding record keeping including DBHDD, CARF, all Medicaid waiver P&P, and agency P&P
- Completes daily all required records, reports, notes, constituent data, and other written data in a timely fashion, including constituent charting, time sheets, menu plans, household records, emergency drills, shift communication/exchange logs, data sheets, individual activity/progress notes, billing tickets, behavior management plans, GERs, goal tracking, shift communication/exchange logs, financial records
- Completes daily all required records, reports, notes, constituent data, and other electronic data in a timely fashion, including constituent charting, time sheets, menu plans, household records, emergency drills, shift communication/exchange logs, data sheets, individual activity/progress notes, billing tickets, behavior management plans, GERs, goal tracking, shift communication/exchange logs, financial records
- Documents supervision of self-administration of medication
- Documents seizures
- Submits all documentation to case coordinator, lead DST or program coordinator in a timely manner as assigned
- Maintains an adequate supply of all forms
- Reports accidents, incidents, and seizures immediately and in accordance with DBHDD procedures (medical emergencies and Category I or II incidents must be reported to the supervisor immediately, and 911 should be called when appropriate)
- Assures accurate entry of activity notes into constituent records
- Completes billing information daily and submits routinely as assigned

Responsibility Number 3: 10%

Assists the case coordinator with case management responsibilities.

Performance Standards:

- Supports case coordination of assigned constituents by assisting with services and resources as specified in order to fulfill outcomes
- Insures that information regarding assigned constituents is communicated to all appropriate individuals in order to facilitate and coordinate outcomes

- Reports client progress and problems to supervisor, including medical emergencies other incidents that affect the delivery of services in accordance with the service plan

Responsibility Number 4: 10%

Monitors and supervises the constituents in self-administering medications.

Performance Standards:

- Maintains medication regimens according to prescribed directions for constituents
- Provides medications at predetermined times in a manner consistent with SSAM P&P
- Documents the SSAM sheet immediately after providing support with SSAM
- Notifies supervisor of any irregularities or unusual circumstances and documents details on the back of the SSAM sheet
- Follows procedures for medication errors

Responsibility Number 5: 10%

Performs various other duties as may be assigned (up to and including reassignment to another program).

Performance Standards:

- Provides "cross coverage" when requested
- Attends constituents activities when requested (e.g. socials, potlucks)
- Secures coverage when unable to work
- Participates in team meetings, trainings, and staff development functions

ESSENTIAL FUNCTIONS AND PHYSICAL REQUIREMENTS

(reasonable accommodations will be made if necessary):

Ability to use computer system

Ability to use office telephone system

Must have safe reliable transportation to get to work site as well as to transport constituents to appointments and community activities

Ability/means to communicate/document important information

Ability to maneuver steps and other barriers to some homes

Ability to assist with personal care tasks

Ability to perform CPR and First Aid

Ability and willingness to demonstrate physical competence in CPI Personal Safety Techniques and Restraints

Ability and willingness to lift up to 100 lbs. at least 4 times per day with adaptive equipment (e.g. when providing personal care to constituents or moving contract work) as well as the willingness and ability to move fully loaded work pallets and skids using adaptive equipment, as well as the willingness and ability to assist in lifting and transferring people up to 200 lbs.)

Willing and physically able to work in an open environment with noise, dirt, and fumes

Able to hear, see, and communicate verbally within a level of basic understanding

Support of individuals

Transportation of individuals

Documentation and record keeping

MINIMUM QUALIFICATIONS:

Related experience highly desirable

Valid Driver's License and Vehicle Liability Insurance

Acceptable Motor Vehicle and Criminal Records reports

Pre-Employment Drug Screen

Reliable personal transportation