

Direct Support Professional

Job Qualifications, General Requirement & Summary

Job Qualification: the qualified candidate shall have

- High School Graduate (GED) or equivalent.
- Must be at least 18 years of age.
- Previous experience caring for individuals with intellectual and/or physical disabilities preferred.
- Certified Nursing Assistant (CNA) or Medical Assistant experience, education preferred.
- Must be able to demonstrate competence in certain areas of training, i.e., CPR, CPI, First Aid, Behavior Management; Driving.
- Ability to recognize inappropriate or manipulative behavior in difficult or challenging situations.
- Ability to calmly and repetitively model appropriate behavior in difficult or challenging situations.
- Empathy: Clients are frail, impaired, in pain and need help. Being sympathetic to their needs and understanding is necessary.
- Attention to Detail: Some clients have specific rules or schedules that must be minded, or specific dietary or physical rules that must be followed.
- Interpersonal Skills: Personal care assistants work in a very personal way with their clients. Some will be in pain or very sensitive to their fragility. They must be sensitive and compassionate with clients.
- Stamina: Personal care assistants might need to lift clients into the bathtub, cars and into bed, and need strength.
- Time Management: Personal care assistants are schedule keepers. They have to be there to make sure clients get up on time, make sure medication is taken on schedule and clients get to appointments on time
- Ability to react to situations, i.e., rescue, preventing an Individual from hurting themselves.
- Must have a valid Indiana Driver's license, Registration, Insurance, and a vehicle that passes company inspection and deem safe to transport individual served by Beloved Shepherd, LLC
- Demonstrate willingness to accept supervision
- Ability to read and write
- Be in good physical health; free from any communicable diseases
- Physical Requirements: While performing the duties of this job, the employee is occasionally required to stand; sit; walk; use hands to finger; handle; reach with arms and hands; stoop; kneel; crouch; crawl; talk or hear; taste or smell.
- Must be able to lift and/or move at least 75 pounds in order to assist in life skills, such as bathing, physical rescue, and wheel chair assistance. Specific vision abilities may include close vision; color vision and the ability to adjust focus.

Duties and Job Requirement:

- Provide services for Individuals as directed by Individual's Support Plan (ISP), Behavior Support Plan (BSP), QDDP, and the RN
- Assist Individuals with personal care needs such as bathing, grooming, oral care when necessary
- Assist Individuals with dressing and undressing, toiletry activities when necessary
- Take and record weekly Blood Pressure and weight
- Take and record vital signs such as temperature, pulse, respirations, intake and output as needed and/or ordered by Physician, RN, and/or the QDDP
- Maintain clinical records as designated by policies and procedures such as, but not limited to; documentation of assigned training classes, physical observation, significant observation notes, and any behavioral management programs
- Provide input to individual program planning for assigned Individual. Train/instruct Individuals in areas in individual program plan under the training system established by the QDDP, including supervision of Individual in workshop activities.
- Provide transportation to Individuals as required
- Be responsible during evening hours to contact appropriate administrative staff in case of an emergency.
- Make written reports of significant incidents occurring during shift.
- Correct unacceptable behavior and help Individual meet the necessary requirements of the house rules.
- Supervise Individuals on self-medication.
- Provide first-aid assistance to all Individuals and assist in the follow through on medical needs for Individuals.
- Complete weekly meal monitoring sheets, assigned chores, and assist with weekly budgets and special requests.
- Assist in maintaining all necessary supplies for client needs, i.e. grooming supplies, household cleaning supplies, and items needed for staff job duties.
- Assist in general upkeep and repair of facility such as, but, not limited to: keeping inside of vehicles clean and ensure sufficient gasoline level for next usage, cleaning of facility grounds and/or buildings, and pursuing possible outside resources for resolving noted problems areas.
- Supervise Individuals during meal preparation. Staff must be in client's apartment to assist in preparation of any meal.
- Performs any other duties as assigned by the Residential Supervisor, QDDO, or Nursing Director.
- Report suspected abuse & neglect to supervisor immediately (within one hour)

Job Summary:

The Direct Support Professional shall be Empathetic, Attentive to Detail, responsible for the wellbeing of Individual assigned to site of services. They shall be members of Individual support team under the direct supervision of the Residential Supervisor while working with the program coordinator, QDDP, and RN to ensure compliance with the mission and goals of Beloved Shepherd, LLC are met regarding the Individual needs and care. The Direct support Professional is responsible for care and observation of Individuals, reporting and documenting observations, and assistance of Individual