

Black Hills Special Services Cooperative
Direct Support Professional Job Description

- **Position Overview** – The Direct Support Professional works directly with people who receive supports from BHSSC, providing person centered services that lead to people achieving their goals and dreams.

- **Qualities of a Successful DSP:**
 - Team player.
 - Balanced mix of compassion and professional boundaries.
 - Able to work independently.
 - Flexible; able to work in a rapidly changing environment.

- **Core Position Responsibilities:**
 - Ensure the health, safety and welfare of the people supported.
 - Provide support to people in all aspects of daily living as needed and appropriate.
 - Provide the appropriate level of supervision for people supported as indicated on their plans.
 - Develop and maintain respectful relationships with people supported.
 - Know the plans and goals of the people supported.
 - Work closely with the Teacher/Vocational Instructor/Residential Instructor to learn the specific tools and teaching methods used for people in reaching their goals.
 - Use Visual Strategies as outlined in the BHSSC Visual Strategies Policy throughout the work day/shift.
 - Implement the plans of the people supported as they are written, including the consistent use of schedules.
 - Collect and record daily all data as specified in people’s plans.
 - Communicate respectfully with co-workers and supervisors, refraining from gossip.
 - Read, learn and use BHSSC’s Rights policies and procedures.
 - Read, learn and effectively use BHSSC’s Positive Behavior Support Policy and procedures.
 - Complete medication aide training and perform medication aide duties, always using the 7 Rights.
 - Immediately report to supervisor any situation in which the person receiving services may be at risk for abuse, neglect, exploitation or harm.
 - Know and follow SD Health Department Standards of Performance.
 - Complete duties as outlined on shift duty lists.
 - Complete meal counts and meal production records at every meal.
 - Complete and record Fire/Severe Weather drills.
 - Complete necessary documentation by the end of each shift.
 - Safely drive agency vehicles (must maintain a valid drivers’ license).
 - Attend all assigned inservices and staff meetings.
 - Maintain appropriate levels of confidentiality regarding all aspects of people’s lives.
 - Demonstrate understanding of all BHSSC Policies and Procedures and DD Division Standard Operating Procedures.
 - Perform other duties as assigned by supervisor, the director or designee.

Qualifications required for the Direct Support Professional position are:

- High School diploma or GED
- Sincere interest in assisting people reach personal goals and outcomes
- Ability to pass pre-employment physical, including ability to lift up to 50 pounds
- Current valid drivers' License
- Ability to pass criminal records/background check and pre-employment drug screening
- Minimum 18 years old

Supervision

The Direct Support Professional reports directly to _____.

I have received, read and understand this Job Description, and it is my intention to fulfill it as long as I am employed by Black Hills Special Services Cooperative.

Name

Date