

**ECONOMIC OPPORTUNITY COUNCIL OF SUFFOLK, INC.**

**POSITION PROFILE**

**Position Title:** Direct Support Professional (DSP) / Respite

**Reports To:** Director of Services for People with Developmental Disabilities

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**MAJOR RESPONSIBILITIES**

Assist persons with developmental disabilities to participate in activities of their choice, to give a reprieve to the parent/guardian/caretaker from caretaking duties while the individual participates in a program that fosters the opportunity of learning through athletics, arts and crafts and community involvement.

**DETAILED RESPONSIBILITIES**

1. Provide door to door transportation to scheduled activities
2. Promote self-advocacy and choice
3. Assist consumers in making informed choices
4. Promote self-determination and community inclusion.
5. Keep consumer's aspirations the focal point of their actions.
6. Complete all service documentation in accordance with ADM# 2005-02
7. Take all reasonable steps to ensure the health and safety of the consumer.

**QUALIFICATIONS:**

- Computer knowledge, including but not limited to Windows, Microsoft Office.
- Knowledge of general office procedures and organizational skills.
- Ability to work as part of a team with co-workers, colleagues and other provider agencies.
- Cultural sensitivity and the ability to relate/work with diverse groups, community agencies, schools and the general public.
- Strong organizational skills with a focus on detail.
- Ability to follow directions and strong communication skills (oral and written)
- A valid NYS driver's license and own transportation
- Ability to pass the NYS Justice Center fingerprinting requirements and background check.

**EDUCATION/TRAINING/ EXPERIENCE**

- High school diploma or equivalent (minimum requirement)
- Associates degree in the health and human services field.
- One year experience working with people with developmental disabilities.