

# EOC Economic Opportunity Council of Suffolk, Inc.

POSITION TITLE: Direct Support Professional (DSP) / Community Habilitation

PROGRAM OPWDD

REPORTS TO: Director of Services for People with Developmental Disabilities

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**MAJOR RESPONSIBILITIES:**

Assist persons with developmental disabilities to develop skills necessary to become an involved, contributing member of the community at large and live successful lives in the community.

**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. Assist consumers in achieving his or her habilitation goals.
5. Promote self-determination and community inclusion.
6. Keep consumer's aspirations the focal point of their actions.
7. Take all reasonable steps to ensure the health and safety of the consumer
8. Schedule and participate in the Habilitation Plan meeting at least every 6 months
9. Participate in and provide updates to COS and Life Plan team meetings
10. As outlined in the Habilitation Plan, assist individuals in the acquisition, retention, and improvement of self-help skills, socialization and adaptive skills necessary in the home and community-based settings.
11. Maintain a Habilitation record for each consumer in accordance with ADM# 2006-01.

I have read and understand job description.

PRINT NAME:

X

Date:

Employee Signature Required :

X

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12. Maintain ongoing comprehensive progress notes in accordance with ADM# 2006-01.
13. Work in conjunction with case managers in the timely reporting of mal-adaptive behaviors and reportable incidents.
14. Assist individuals with all documentation related to supports and services.

## 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.

I have read and understand job discription.

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- ❖ Practice social distancing (6FT) as required by CDC and State Guidelines (Hand sanitizer, masks, proper hand washing) and wear PPE when unable to properly social distance.
- ❖ Required daily Upstatescreening Covid-19 daily health screening for scheduled workday
- ❖ **REQUIRED Valid New York State Driver's License and own insured Vehicle WITH 100/300 BODILY INJURY LIABILITY INSURANCE**

**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.

**CATEGORY:**

- ❖ **NON-EXEMPT**

I have read and understand job discription.

PRINT NAME: X Date:

Employee Signature Required : X