

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

PROGRAM OPWDD

REPORTS TO: Director of Services for People with Developmental Disabilities

MAJOR RESPONSIBILITIES:

Assist persons with developmental disabilities in developing skills necessary to become involved, contributing members of the community at large, and live successfully 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 their habilitation goals.
5. Promote self-determination and community inclusion.
6. Keep consumer aspirations the focal point of their actions.
7. Take all reasonable steps to ensure the health and safety of the consumer
8. Participate in and provide updates to COS and Life Plan team meetings
9. As outlined in the Habilitation Plan, assist individuals in acquiring, retaining, and improving self-help skills, socialization, and adaptive skills necessary in the home and community-based settings.
10. Maintain a Habilitation record for each consumer in accordance with ADM# 2006-01.
11. Maintain ongoing comprehensive progress notes in accordance with ADM# 2006-01.
12. Work with case managers in the timely reporting of maladaptive behaviors and reportable incidents.
13. Assist individuals with all documentation related to support and services.

QUALIFICATIONS:

- ❖ Have computer knowledge, including but not limited to Windows and Microsoft Office.
- ❖ Know general office procedures and organizational skills.
- ❖ Have the 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.
- ❖ Have 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.
- ❖ **REQUIRED Valid NY State Driver's License and own insured Vehicle**
- ❖ **REQUIRED PPD (Tb) Test**

EDUCATION/TRAINING/ EXPERIENCE

- High school diploma or equivalent (minimum requirement)
- Associate's degree in the health and human services field.
- Must have one year of experience working with people with developmental disabilities.

CATEGORY: NON-EXEMPT

I have read and understand job description.

PRINT NAME : X

Date:

Employee Signature Required: X