

# 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

---

## MAJOR RESPONSIBILITIES:

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

## DETAILED RESPONSIBILITES:

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 six months
9. Participate in and provide updates to COS and Life Plan team meetings
10. 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.
11. Maintain a Habilitation record for each consumer following ADM# 2006-01.
12. Maintain ongoing comprehensive progress notes following 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.

**Reviewed and Approved by the Management Team 1-3-23**

I have read and understand job description.

PRINT NAME:

X

Date:

Employee Signature Required :

X

# EOC

Economic Opportunity Council of Suffolk, Inc.

POSITION TITLE:	<b>Direct Support Professional (DSP) / Respite</b>
PROGRAM	<b>OPWDD In Home Respite/ FI SD Self Hired Staff</b>
REPORTS TO:	<b>Director of Services for People with Developmental Disabilities</b>

## MAJOR RESPONSIBILITIES

Assist persons with developmental disabilities in participating in activities of their choice to give a reprieve to the parent/guardian/caretaker from caretaking duties. In contrast, the individual engages in a program that fosters 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 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:

- 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.

## EDUCATION/TRAINING/ EXPERIENCE

- High school diploma or equivalent (minimum requirement)
- Associate's degree in the health and human services field.
- Have one year of experience working with people with developmental disabilities.
  - ❖ **REQUIRED Valid NY State Driver's License**
  - ❖ **REQUIRED PPD ( Tb) Test must be within one year of hire date.**

CATEGORY: NON-EXEMPT

**Reviewed and Approved by the Management Team 1-3-23**

I have read and understand job description.

Employee Print Name :

Employee Signature Required

Date:

# 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

---

## 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.
- ❖ **Required Valid Drivers License with car insurance and proof**
- ❖ **Required PPD (TB) test and proof of results**

## 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

**Reviewed and Approved by the Management Team 1-3-23**

I have read and understand job description.

PRINT NAME:

X

Date:

Employee Signature Required :

X