

FIRST CAPITAL ENTERPRISES, INC.
Job Description

TITLE: DIRECT SUPPORT PROFESSIONAL

Under the direction of the Management Team, assist individuals with developmental disabilities to identify, and participate in general skills training, activities or community integration and community-based services as that help the individual to live his or her personal idea of a good life. Hours are variable and subject to needs of program participants.

DUTIES AND RESPONSIBILITIES:

1. Facilitates successful performance on the job through systematic training;
2. Facilitates the greatest level of independence through teaching and training skills that allow each individual to achieve that level;
3. Facilitates the development of relationships between individuals and others in the community for purposes of support, training, and friendships;
4. Provides necessary assistance and support to individuals in utilizing transportation, managing personal needs (i.e., bathroom, mealtime, break time), and moving from place to place;
5. Maintains a safe environment for activities;
6. Maintains required records accurately, including but not limited to, outcomes service and support documentation sheets, behavior charts, case notes, MUI/UI, accident, and behavior reports;
7. Conducts a variety of assessments to determine interests, strengths and supports needed for individuals with disabilities; and reports findings to be used by ISP Team;
8. Maintains availability to provide ongoing support as needed;
9. Reports concerns to the appropriate person;
10. Provides transportation, training and/or other supports to individuals with disabilities as assigned;
11. Participates in activities and events including fundraising endeavors; attends staff, Board and other meetings as required;
12. Commits to and exemplifies FCE's Vision, Mission and Values;
13. Maintains a working knowledge of and adheres to all FCE policies and procedures;
14. Other related duties as may be assigned.

SUPERVISION: Reports directly to the Management Team.

QUALIFICATIONS:

A demonstrated interest in the quality of experiences for individuals with developmental disabilities and the ability to relate to them in a positive manner. Ability and desire to work as part of a team. Excellent written and verbal communications skills; basic computer skills. Ability to work flexible hours including nights, weekends and holidays on an as-needed basis. Must have valid driver's license and meet standards per FCE's Motor Vehicle Operations Policy. Must be willing and able to transport program participants in personal vehicle and must maintain FCE policy prescribed liability insurance limits.

EDUCATION AND EXPERIENCE:

High school diploma or G.E.D. Combination of experience and / or training which provides the required knowledge, skills and abilities for the position.

ADDITIONAL TRAINING REQUIREMENTS:

See DSP training plan for additional training requirements and schedule.