

Sunny Oaks, Inc. (SOI) is a well-established, values driven, community-based, non-profit organization that provides residential and day supports for persons with intellectual / developmental disability.

1. DSP I - Direct Support Professional

DSPs are people who work directly with people with physical disabilities and/or intellectual disabilities with the aim of assisting the individual to become integrated into his /her community or the least restrictive environment. "A direct support professional is a person who assists an individual with a disability to lead a self-directed life and contribute to the community, assists with activities of daily living if needed, and encourages attitudes and behaviors that enhance community inclusion. A DSP may provide supports to a person with a disability at home, work, school, church, and other community places. A DSP also acts as an advocate for the disabled individual, in communicating their needs, self-expression and goals." As per Wikipedia, free encyclopedia

2. DSP I POSITION SUMMARY:

Provide a variety of high quality generalized and specific positive "person centered" supports related to the person(s) needs and desires as trained and/or certified in warm, caring, integrated and inclusive community-based environments, including but not limited to: Living SOI Mission, Vision, Values, and Principles of Communication (MVVPs); Following the Home and Community Based Services (HCBS) regulations; Conducting the customer's Individual Support Plan (ISP) as approved and intended by the customer's ISP Team; Ensuring opportunities for the customer(s) to have "exercised authority and responsibility" over their "chosen programs" resulting in new life skills, meaningful relationships of one's own choosing, fulfillment of expanded dreams and goals, independence and interdependence, and individual defined happiness; And, provide least intrusive and most effective supervision, monitoring, training and supportive services to the customer(s) in accordance with SOI training, specific course certifications, applicable Oregon Administrative Rule (OAR) and the guidelines of monitoring agencies, and the policies and procedures of Sunny Oaks, Inc. (SOI). All duties are performed within the scope of Sunny Oaks' licensure / agency certification(s), OAR, HCBS, SOI Policy and Procedure, SOI MVVPs and with the guidance and/or with direction/supervision of a DSP-V (Team Leader/Residential Coordinator).

RESPONSIBLE TO: Sunny Oaks Corporation Board of Directors(SOI), SOI Executive Director, SOI Residential Directors, SOI CAT Director, SOI Personnel Director, SOI DSP-V (Team Leader/Residential Coordinator), and/or SOI Coordinator(s).

3. DSP GENERAL QUALIFICATIONS:

1. All SOI Employees must be able to utilize the SOI Mission/Vision/Values and Principles of Communication as they perform their duties / tasks and during all interactions.
2. All SOI Employees will have "a heart" for persons with Intellectual / Developmental Disability (I/DD) and their families.
3. All SOI Employees are a "Relationship Builder" who can effectively communicate across a diverse set of stakeholders.

4. All SOI Employees are also a “Creative Initiator and Accomplisher” who is resourceful and a self-starter with an entrepreneurial spirit that can see a need and find a way to address a need.
5. All SOI Employees must willing to become a “Community Connector and Collaborator” with the ability to take part in networking and partnering that will benefit the individual customers, their support persons, and SOI.
6. All SOI Employees often serve as an advocating voice in getting the individual customers a fair deal inside and outside SOI.
7. All SOI Employees always act in an empathetic, well-informed, assertive and professional manner when representing SOI, always.
8. All SOI Employees must have the ability to acquire significant knowledge of the Federal CMS HCBS Regulations and must employ them as written and intended. In short, the customer(s) supports must provide the same degree of access to the greater community as anyone else not receiving supports, specifically in employment, personal resources, engaging in community life and receiving their services in the community.
9. Must be at least 18 years of age.
10. Possess at least a high school education or equivalent.
11. Demonstrate the ability to communicate orally and in writing with command of the English language.
12. Current driver's license and willingness to drive company vehicles (prefer Oregon).
13. Interest in persons with developmental disabilities and a demonstrated rapport with them.
14. Demonstrate ability to work cooperatively with other employees.
15. A current CPR/First Aid card or the ability to obtain one with the next 30 days.
16. Able to demonstrate required Core Competencies for DSPs within 90 days.
17. Participate in and document at least twelve hours of in-service training annually.
18. Able to bend/squat to secure a wheelchair in van.
19. Able to do a one-person pivot transfer to or from bed, toilet, wheelchair, etc.
20. Ability to bend frequently and to assist in two-person lifts, lifting up to 50 pounds.
21. Ability to spend extended periods of time standing or walking.
22. Frequent reaching and carrying of household items such as laundry, cleaning supplies, etc.
23. Ability to work a scheduled workweek, which is subject to change by the administration that may include varied shifts and days.
24. Ability to remain calm and under control during a seizure or behavior incident.
25. Ability to pass Criminal History Check.
26. Ability to push a wheelchair.
27. Ability to climb stairs frequently.

4. TASKS OF DSP I (NOT "ALL INCLUSIVE"), LISTED BELOW:

1. Support the daily living activities of all customers of the home keeping in mind individual choice, respect and dignity. Daily activities include:
 - a. Support and assist each customer in caring for bodily needs each day (bathing, teeth care, hair care, menstrual hygiene, etc.);
 - b. support customer neatness, cleanliness and appropriate dress before leaving home;
 - c. support and assist customers in the preparation and storage of their food;
 - d. support and encourage each customer to maintain his/her room in a clean orderly state;
 - e. support and encourage customers to carry out general housekeeping chores;
 - f. support/dispense and record medications taken by the customers; and
 - g. supervise and encourage the cleanliness and maintenance of individuals clothing.
2. Support and maintain cleanliness and safety throughout the home / program.
3. Support preparation of balanced meals in accordance with the established menu. Note any adjustments in the menu on the menu form.
4. Conduct scheduled fire drills and document results in writing as per Policy and Procedure and/or OAR.
5. Ensure confidentiality of all customer records.
6. Ensure that each customer's rights as a human being and physical well-being are protected.
7. Ensure that each customer is given the opportunity to rise to his/her maximum level of independence, productivity and freedom of choice in daily living.
8. Assist the DSP-V (i.e. Team Leader/Residential Coordinator) in implementation of appropriate support plans for each customer.
9. Provide data as trained, requested and/or required by the ISP Team, DSP-V (i.e. Team Leader/Residential Coordinator) or medical professional or mental health professional.
10. Maintain daily record of physical complaints or symptoms of each customer in Therap Logs (T-Log).
11. Report in writing any accident, injury or unusual incident involving a customer on Therap General Event Reports (GER).
12. Document in the shift report household and customer information, which is not recorded in a T-Log or GER.
13. Read and be responsible for all information in the Shift Report at the beginning of each shift.
14. Report in writing any incident of possible customer neglect or abuse to the Executive Director or designee, DSP-V (i.e. Team Leader/Residential Coordinator), and County.
15. Supervise and record expenditure of customer's personal funds as written in Sunny Oaks Policy and Procedure Manual.
16. Assist the DSP-V (i.e. Team Leader/Residential Coordinator) with arrangements and awareness of

cultural and recreational events in the community.

17. Report needed maintenance and repairs of the house to the DSP-V (i.e. Team Leader/Residential Coordinator) by Secure Comm.
18. Report needed food and supplies to the DSP-V (i.e. Team Leader/Residential Coordinator) by T-Log.
19. Attend and participate in all staff meetings.
20. Answer the telephone in the DSP-V's (i.e. Team Leader/Residential Coordinator's) absence. Take informative and complete telephone messages.
21. Maintain customer's personal property inventory and mark the customer's property.
22. Perform any other duties assigned by the DSP-V (i.e. Team Leader/Residential Coordinator) or Executive Director or Designee.
23. Sit and assist customers during meal times. If possible, employees will eat meals prepared on the premises with the customers.
24. Ensure that customer transportation is canceled, and the customer's work place is notified whenever the customer(s) has medical appointments or are ill.

5. PERFORMANCE STANDARDS FOR DSP I POSITIONS

1. Communicate appropriately with supervisor, co-workers, residents, family members, customers and the public treating all people with dignity and respond, role modeling the treatment of all people with warmth, empathy and genuineness with respect and sensitivity for their privacy, rights, culture, ethnic, religious and lifestyle differences.
2. Represents professionally always, conducting self in a manner that demonstrates a full awareness of role as a Sunny Oaks representative to co-workers, residents, family members, customers, business partners and the public.
3. Demonstrates a sense of urgency and ability to prioritize, reliably using good judgment.
4. Provides a dependable method of contact and is quickly responsive when contacted.
5. Is willing to try new things and learn from mistakes.
6. Reliability distinguishes decisions that can be made independently from those requiring team or Director input.
7. Demonstrations good judgment and appropriate boundaries.

By signing below, you are indicating that you fully understand the above in its entirety and have had all your questions, if any, answered. You also understand that this position description is in no way a contract or agreement for continue employment, SOI is an "at will" employer.

Direct Support Professional Printed Name

Direct Support Professional Signature

Date

Administrative Staff Signature

Date

Check here to indicate a copy of this job description was provided to the employee.