

Southern Tier Independence Center
Habilitation Department
JOB DESCRIPTION

Position: Direct Support Professional-Habilitation

Hours: Full Time/Part Time

Summary of Position:

The Direct Support Professional will work one-on-one with individuals who have intellectual and developmental disabilities as they learn and practice skills they have chosen to work on, explore their interests, gain new experiences, and develop relationships with other members of the community. Direct Support Professional workers are essential workers that will continue to perform job duties that are critical to operations.

Qualified Applicants will have:

- High School Diploma *or* equivalent
- Valid Driver's License and automobile insurance
- Successfully complete Background Checks
- Clean driving record

Preferred Applicants will have:

- Experience working with individuals with intellectual and developmental disabilities
- Strong commitment to community inclusion of individuals with disabilities.
- Good written and verbal communication skills
- Effective time management and organizational skills

The Direct Support Professional will:

- Transport individuals receiving service in personal vehicle, and assist them to transfer in/out of the vehicle as needed.
- Travel throughout a multi-county area; Broome, Tioga, Chenango and/or Delaware counties.
- Follow the personalized Staff Action Plan to provide supervision, training and person centered supports in the development and maintenance of:
 - routines and activities of daily living that are appropriate for their age, interests, abilities, culture and community
 - independent living skills including but not limited to: safety skills, cooking, cleaning, financial planning, use of public transportation, healthcare management, and personal hygiene such as bathing, toileting, dressing and grooming etc.
 - meaningful community relationships
- Develop possible volunteer opportunities for individuals receiving services to participate in.
- Establish open communication and a professional, positive working relationship with individuals receiving services, supervisors and other agency staff.
- Maintain prompt, reliable correspondence with individuals receiving services, supervisor and program coordinators.
- Arrive on time for all scheduled shifts.
- Identify and report all suspicions or reports of abuse/incidents to the supervisor and cooperate with investigations.
- Comply with all State & Federal regulations along with agency policy and procedures.

Training and Development

- Attend all federal, state and agency required trainings and mandatory staff meetings.
- Attend meetings with supervisor and opportunities for professional development, as scheduled.
- Utilize agency resources for developing verbal/non-verbal communication and behavioral management skills, as needed.

Documentation

- On a daily basis ensure that work hours have been accurately recorded and verified.
- Complete written contemporaneous notes of services provided according to the individual's Staff Action Plan, including monthly documentation.
- On a daily basis, submit all daily notes, time worked, and expense/mileage reimbursement requests.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to age, race, creed, color, national origin, sex, pregnancy or pregnancy-related conditions, sexual orientation, gender identity, disability, marital status, familial status, domestic violence victim status, prior arrest or conviction record, military status or predisposing genetic characteristics.

Signature: _____ Date: _____