

Day Services Direct Support Professional

Position Summary

To support developmentally disabled individuals (service recipients) in their development and retention of basic living and social skills.

Position Responsibilities

- Assist service recipients to develop and retain their highest level of independence in personal care, socialization, daily living, and community integration skills through individualized and group training.
 - Train and assist service recipients with completion of personal hygiene skills as needed (e.g. bathing, brushing teeth, shaving, dressing, bodily functions, and appearance).
 - Train and assist service recipients with completion of daily living skills as needed (e.g. cooking, cleaning, laundry, shopping).
 - Assist and participate with service recipients in socialization, recreation, and community integration activities, indoors and outdoors, at the primary program site and on outings in the community.
- Apply Positive Behavior Support practices in all interactions with service recipients.
- Implement individualized training plans for service recipients using prescribed teaching methods.
- Document individuals' progress towards training goals according to the required frequency and reporting methods of Thrive Upstate and SCDDSN (e.g. Therap, a.m. and p.m. service units).
- Adhere to service recipients' behavior and health management plans (e.g. administration of medication, use of behavior modification techniques, dietary restrictions).
- Maintain records and complete required reports and documentation (e.g. medication logs, behavior reports, injury reports, and accountability logs) electronically or on paper as required by Thrive Upstate, SCDDSN, or any State or Federal regulatory agency.
- Maintain service recipients' and agency funds in accordance with Thrive Upstate policies and procedures.
- Report any and all suspected incidents of abuse, neglect, or exploitation of service recipients to proper authority in accordance with Thrive Upstate and South Carolina Department of Disabilities and Special Needs (SCDDSN) policies and procedures.
- Develop and maintain a positive, respectful, and effective relationship with service recipients, families, staff, administration, case management personnel, and other service providers.
- Maintain current training and certification (e.g. CPR, First Aid, Med. Tech, Therapeutic Options, Defensive Driving, Prevention of Abuse, Neglect and Exploitation) and all other training in accordance with Thrive Upstate policies and procedures.
- Maintain a safe environment for the service recipient; prevent harm to service recipient, self and others. Report any safety violations or maintenance concerns to immediate supervisor immediately.
- Operate agency vehicles as needed, including van routes, field trips, and other functions required for optimal program operation.

Essential Skills and Experience

- High school diploma or equivalent.
- Proficient ability to use independent judgment, analytical/decision-making skills, verbal and written communication skills, human relation skills, team working skills, and organizational skills
- Ability to work flexible shift hours based on needs of the department.
- Must have a passion for working with individuals with Developmental Disabilities
- Strong written and verbal communication
- Should be able to exhibit high levels of patience and compassion
- Must be able to multi-task
- Must be able to comply with heavy documentation standards and policies
- Must have a valid Driver's License and clean driving record
- Experience working with adults with developmental disabilities

Thrive Upstate is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected Veteran status.