**Thrive Upstate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Direct Support Professional-Day Services | **Department:**  | Day Services |
| **Reports To:** | Program Manager | **Location:** | Various |
| **FLSA Classification:** |  [x]  Non-Exempt | **Status:** | [x]  FT  |
| **Revision Date:** | June 8, 2021 | **Wage Classification** |  |

|  |
| --- |
| **Position Summary** |

**Direct Support Professional-Day Services**

Position Summary: Support service recipients to develop and maintain their highest level of independence in employment, community integration, socialization, and daily living skills through individualized and group training.

|  |
| --- |
| **Position Responsibilities- Essential** |

* Support service recipients in employment and community integration activities
* Train and assist service recipients with completion of daily living skills, work related skills, meaningful activities, community integration, etc.
* May be responsible for working and assisting individuals in an ENCLAVE work setting out in the community. Staff will be responsible for the training, supervising, and monitoring performance expectations, including production quotas of Thrive Upstate workers on a job site (Enclave.)
* 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).
* Daily Log into Therap, Bridge, Outlook (email), and other software for communication and record keeping is REQUIRED
* 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, 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 GED
* Must have a valid Driver’s License and clean driving record (must be able to provide a three-year driving record.)
* Proficient ability to use independent judgment, analytical/decision-making skills, verbal and written communication skills, human relation skills, team working skills, and organizational skills
* One year experience working directly with individuals with disabilities and special needs
* Must have strong written and verbal communication. Must be able to read and understand the Group Individualized Plan of Supports for Employment (GIPSIE) and the Day/Employment Plan of Service, Behavioral Support Plans, and agency policies and procedures.
* Must be able to write meaningful progress notes
* Computer Literacy: basic operations, navigation, software, (Outlook)
* Must be able to comply with heavy documentation standards and policies
* Ability to work well with others- ONE THRIVE!

|  |
| --- |
| **Beneficial Skills and Experience** |

* Experience working with adults with developmental disabilities
* Willingness to share interests, talents, and hobbies with others
* Ability to share and develop community connections

|  |
| --- |
| **Mental & Physical Demands- ADA Guidelines** |
| ***Physical Demands*** | ***C*** | ***F*** | ***O*** | ***N/A*** | ***Lifting Requirements*** | ***C*** | ***F*** | ***O*** | ***N/A*** |
| Stand | X |  |  |  | 10 pounds or less | X |  |  |  |
| Walk | X |  |  |  | 11 to 20 pounds |  | X |  |  |
| Sit | X |  |  |  | 21 to 50 pounds |  | X |  |  |
| ***Physical Demands*** | ***C*** | ***F*** | ***O*** | ***N/A*** | 51 to 100 pounds |  |  | *X* |  |
| Handling  | X |  |  |  | > than 100 pounds |  |  | X |  |
| Reach Outward |  | X |  |  | ***Pushing & Pulling Requirements*** | ***C*** | ***F*** | ***O*** | ***N/A*** |
| Reach Above Shoulder |  | X |  |  | 12 pounds or less | *X* |  |  |  |
| Climb |  |  | X |  | 13 to 25 pounds |  | X |  |  |
| Crawl |  |  | X |  | 26 to 40 pounds |  | X |  |  |
| Squat or Kneel |  | X |  |  | 41 to 100 pounds |  | X |  |  |
| Bend |  | X |  |  | > than 100 pounds |  |  | X |  |
| Other: |  |  |  |  | Other:  |  |  |  |  |
| **Definitions** |
| **C** | **Constantly** | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |
| **F** | **Frequently** | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| **O** | **Occasionally** | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| **N/A**  | **Not Applicable** | Activity is not applicable to this occupation |

*The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Employee Name Printed* | *Employee Signature* | *Date Signed* |
|  |  |  |
| *Director of Human Resources Name Printed* | *Director of Human Resources/Supervisor Signature* | *Date Signed* |