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| Position Title: | Direct Support Professional | Department: | Personal Support Services |
| Reports to: | Program Manager | Classification: | Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/> |
| Hours: | Morning/Evening/Graveyard | Date: | June 2017 |

Volunteers of America Western Washington is seeking compassionate and dedicated employees who care about social justice and desire to make a difference in others' lives by enhancing every aspect of the lives of adults with disabilities. Come be a part of what we do and make a difference every day!

SIGNING BONUS – UP TO \$250

GENERAL FUNCTION:

Direct Support Professionals (DSP) provide support and training to the DS program clients by assisting them in the core service areas of: health and safety, personal power and choice, positive recognition by self and others, community integration, constructive relationships, and building skill competence.

QUALIFICATIONS:

- Must be at least 18 years of age and have a high school diploma or GED. One year experience working with persons with developmental disabilities (or other closely related experience) is strongly preferred.
- Required to read and understand the program documentation and perform basic writing and documenting skills that accurately convey the information in the primary language of our clients which is English.
- Required, as a condition of employment, to obtain: CPR/First Aid certification, Nursing Assistant certification within 90 days of employment (must be paid at employee's own expense), and to attend the required trainings as scheduled. Must pass (90%) the Mandated Reporting Post-Test.
- Washington State driver's license is strongly preferred. Must provide a driving abstract at his/her own expense. The annual renewal of the driving abstracts are paid for by the agency.
- Must be able to lift and carry up to 50 lbs with help, may be required to lift higher weights with help and tools such as a lift.
- Must have and maintain an acceptable background inquiry per State guidelines.
- Must have basic computer and Internet skills.

RESPONSIBILITIES:

- Attend regular state and agency mandated trainings as scheduled.
- Stay current on all trainings to remain in compliance.
- DSPs perform shift work that is scheduled by the Program Manager based on the needs of the clients and the program. Shifts and sites may change as the client/program needs adjustment. Scheduled work hours may include weekends, split shifts, on call, and work on holidays.
- Implement ISP/IISP goals and objectives, collect and record data for programs as required.
- Instruct and support clients in daily living skills (daily cleaning, laundry, basic repairs, and yard work as needed), ensure basic health and hygiene needs are met daily, support meal preparation, leisure activities, community living and integration skills, assist clients in caring for their pets (where applicable), and ensure all related tasks are being completed daily.
- Accompany clients to recreational activities, doctor appointments, IISP goal outings or work as appropriate and scheduled.

- Observe/monitor clients and document their activities and any incidents or difficulties on appropriate forms per program guidelines and client plans. Report any changes (mental, physical, emotional, or behavioral) to appropriate personnel and document it in client records and Incident Report. Ensure client safety.
- Observe and assist with medications per the client plan and ensure the physician/nurse orders are followed. Report any problems or difficulties with medications or treatments to the supervisor immediately.
- When applicable, prepare entire meal according to the client dietary guidelines.
- Participate in staff meetings and educational trainings as assigned.
- Maintain good communication with other staff and Program Manager regarding all aspects of client care, household operations, personnel and VOA/DS business.
- Accurately document hours worked on his/her timecard in the electronic PHS daily.
- Perform other duties as necessary or assigned.

If you wish to apply for this position, please email your resume to: recruiter@voaww.org.

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.