



Direct Support Professional (DSP) Job Description

Benefits include personal time off (PTO), health and dental benefits, retirement plan, and performance incentives.

The Direct Support Professional is responsible for the health, safety, and protection of rights of each individual at Peace of Mind. Direct Support Professionals implement the coordinated services and support plan for each individual at Peace of Mind. The DSP may support individuals in their home, community, or residential setting.

Knowledge

- Understand and complete the procedure to respond to and report incidents that occur to individuals, team members or Peace of Mind property
- Understand and uphold HIPAA requirements
- Know clients' and individuals' service-related rights for participation in 245D program
- Knowledge of protection-related rights for clients and individuals
 - Personal, financial, service, and health information is kept private
 - Free from maltreatment
 - Treat people with courtesy and respect and ensure respectful treatment for people served at Peace of Mind
- Knowledge of and implement daily the person-centered planning requirements
- Know and follow Peace of Mind's maltreatment policy and procedure
- Basic first aid
- Use appropriate and safe techniques in personal hygiene and grooming, including hair, bathing, care of teeth, gums, and oral prosthetic devices, and other activities of daily living (ADLs)
- Knowledge of what constitutes as a healthy diet
- Knowledge of ways to accomplish clients' and individuals' goals and objectives for continuing toward independence

Skills

- Implement and adhere to daily use of person-centered planning
- Safely and correctly use manual restraint on an emergency basis
- Provide appropriate support in instrumental activities of daily living (IADLs)
 - Meal Planning preparation
 - Paying bills
 - Shopping for groceries, clothing, and other essential items
 - Perform household tasks
 - Communicate by telephone or other media
 - Travel, including to medical appointments and to participate in the community
- Safely operate medical equipment use by clients and individuals to sustain life or to monitor a medical condition that could become life-threatening without proper use of the medical equipment
 - Ventilators
 - Feeding tubes
 - Endotracheal tubes
- Assesses the ongoing quality of care for each individual
 - Recognizes and documents individual care, programming activities, and individual's response to such care and activities
 - Recognizes, documents, and addresses with appropriate personnel any concerns regarding the individual and/or his/her care and programming
 - Documents implementation of cares, activities, and general observations
- Supervise clients' and individuals' daily interactions in Peace of Mind environment and when outside of Peace of Mind

Abilities

- Uphold Peace of Mind mission and core values
- Follow Peace of Mind policies and procedures
- Follow safety practices of Peace of Mind
- Assist in medication setup and administration
- Assist in mental health crisis, including de-escalation, crisis response, and suicide intervention
- Complete necessary house and property management and care, which may include, but is not limited to: household cleaning/disinfecting, laundry, and seasonal property management such as lawn mowing, snow shoveling, and vehicle cleaning.
- Provide and assist in safety and supervision to individuals when out on community programming or social events
- Socialize daily with clients and individuals
- Provide safekeeping of funds and property
- Train new co-workers in all aspects necessary to fulfil the DSP role
- Document necessary information for each individual using Peace of Mind’s EMR (Electronic Medical Record)
- Complete required training, and attend all staff meetings

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Other Characteristics

- Age 18 or older
- Valid driver’s license
- Pass Minnesota Department of Human Services background check
- Complete a minimum of 24 hours of annual training

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the DSP. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Name_____

Signature_____

Date_____