

**REPORTS TO:** Program Manager

## **JOB PURPOSE:**

This position provides support to Individuals with developmental, intellectual, and physical disabilities in community, volunteer, and vocational settings. Expectations include communicating, teaching, and modeling socially appropriate behavior in order to provide and foster quality life experiences for individuals who experience disabilities.

The ideal candidate will have experience providing direct support or personal care, and a proven ability to adapt to changing environments, from emotionally charged situations to highly structured professional settings.

To assist the people we support in:

- engaging in meaningful community programs and activities on an educational, cultural, recreational and social level according to personal interest and need.
- fostering the development of community relationships
- seeking, acquiring and maintaining meaningful employment or volunteer opportunities within the community
- attaining and maintaining optimal health
- the performance of daily living skills
- meeting or exceeding Individual Service Agreement Goals and Objectives

## **JOB RESPONSIBILITIES:**

1. Assist the Individuals that we support to complete daily personal care and community participation activities according to their person centered plan including adherence to daily scheduled activities, maintaining optimal safety, and implementation of behavior protocols as written.
2. Adhere to the New Hampshire rules He-M 202 and He-M 310 requiring mandated reporting of rights violations, suspected abuse, neglect, or exploitation
3. Complete Individual data collection as required including but not limited to daily calendar documentation, medication logs, incident reports, input/output logs, progress notes, and other submissions as needed.
4. Know and follow safety procedures at all times. Report any unsafe conditions immediately and correct/ safeguard such conditions if possible. Report all accident occurrences to manager immediately.
5. Work independently and as part of a team. Communicate all pertinent information effectively with Individuals, team members, and other stakeholders to ensure seamless transference of knowledge.
6. Demonstrate flexibility with changes in job, schedule and duties
7. Supervise and/or administer medications according to He-M 1201. Maintain authorization to administer medication for at least one Individual

8. Together with the Program Manager and team members, implement, review, and revise each Individual's ISA and evaluate progress toward goal acquisition, recorded in the monthly progress note.
9. Attend staff meetings and other related meetings when necessary.
10. Assist and encourage Individuals to reach the highest levels of independence by utilizing self-advocacy skills.
11. Keep financial records of Individual and personal expenditures on a daily basis including receipts submission to Program Manager as required.
12. Provide transportation of Individuals as required. Use of an agency vehicle is preferred however if unavailable, you may be required to use your own insured vehicle to provide transportation.
13. Research and initiate relevant community and vocational opportunities and relationships while maintaining established connections. Provide job support needed to assure skill acquisition and employer satisfaction
14. Complete other duties as assigned

#### **REQUIREMENTS FOR POSITION:**

Completed prior to employment and at subsequent times as determined by the Executive Director. All DSPs must have and maintain throughout their employment with Monadnock Worksource:

- A current and valid driver's license;
- An acceptable Criminal Record Background Check;
- An acceptable Driving Record Check;
- If NH resident for less than 1 year, acceptable Driving Record from previous state;
- An acceptable Bureau of Elderly and Adult Services Registry Check;
- Proof of acceptable and adequate Automobile Insurance Coverage.
- Documentation of TB test and Hepatitis B inoculations or signed Waiver

#### **ADDITIONAL REQUIREMENTS:**

- Complete initial and annual mandatory training requirements and complete 10 hours of Additional training annually.
- Agree to and sign-off on "Position Description Demands" document.

Because support is provided on an individual basis, the interests and concerns of the Individual being served and their guardian are taken into consideration and may impact continued employment.