

Job Title: **Direct Support Professional** (Third Shift) FLSA Status: Non-exempt

Minimum Qualifications:

Experience or training in the MR/DD field.

Training Requirements:

RSI Orientation Classes, Universal Precautions, Standard First Aid and CPR, and in-home training. (Medication Administration Class, Driving Safety, NCI (North Carolina Interventions) and other trainings as requested.)

General Responsibilities:

- A. Be awake all night in order to take prompt, appropriate action in case of injury, illness, fire, or other emergency and provide personal care to residents as needed.
- B. Prepare meals as directed and clean and maintain the house at high standards to meet ICF-MR and OSHA regulations.
- C. Provide support and supervision of RSI residents to lead self-directed lives and to participate fully in their home and community environments.
- D. Implement Individual Support Plans, RSI's Policies and Procedures, principles of normalization, and maintain a therapeutic relationship with residents.
- E. Create a hospitable and professional work environment and function as a positive role model for residents and staff.

Specific Duties:

1. Prepare meals according to posted menus.
2. Clean and maintain the home at high standards to meet ICF-MR and OSHA regulations.
3. Document attendance and complete nightly checklist of responsibilities.
4. Assist residents by facilitating and teaching daily living routines to maximize skills, abilities, and independence:
 - a. Hygiene (toileting, shaving, tooth brushing, showering)
 - b. Personal help (dressing, eating, grooming)
 - c. Domestic skills (laundry, housekeeping)
 - d. Meal preparation & nutrition education
 - e. Finance management
 - f. Social and leisure skills
 - g. Vocational / educational development
5. Ensure scheduled objectives developed for residents are completed.
6. Promote the health and wellness of all RSI residents.
7. Be familiar with and apply organizational mission and values.
8. Maintain documentation as required ensuring timeliness, accuracy, confidentiality, ethical practice, and overall best professional standards.
9. Enhance the ability of the RSI residents to lead a self-determining life by providing the support and information necessary to build self-esteem, and assertiveness to make decisions.
10. Identify the rights of residents and assert the need to respect these rights when any person is violating them in any way.

- 11. Act in the best interests of resident needs, desires, and interests, not in response to staff interests.
- 12. Be knowledgeable about the formal and informal supports available in the community and actively assist residents to identify and gain access to such supports.
- 13. Assist in planning and implementation of diverse and appropriate resident-directed recreational activities.
- 14. Support residents in the development of friendships and other meaningful relationships.
- 15. Be knowledgeable about the range of effective communication strategies and teach skills necessary to establish a collaborative relationship with residents.
- 16. Keep supervisor informed of any problems or significant issues regarding the residents or operation of the group home.
- 17. Maintain general upkeep of the home, equipment, and vehicle to meet the highest possible standard.
- 18. Respond appropriately to aggressive behavior using standard Non-Violent Crisis Intervention and / or North Carolina Intervention techniques.
- 19. Attend and actively participate in staff meetings and group home trainings as requested.
- 20. As needed, assist and perform lifting and transferring of residents using correct body mechanics and procedures.
- 21. Maintain supervision of any resident who leaves the home without appropriate authorization.
- 22. Pursue knowledge and information necessary to perform job duties.
- 23. Work and be on time to all scheduled shifts and trainings. Attendance and punctuality are mandatory.
- 24. Communicate at all times in an honest, professional, and timely manner.
- 25. Engage in work related activities at all times.
- 26. Demonstrate flexibility within the role and perform other duties as assigned.

Employee Signature

Date

Supervisor Signature

Date