



# Creative Empowerment Opportunities

"Empowering People for Success"



## **JOB DESCRIPTION**

### **DIRECT SUPPORTS PROFESSIONAL**

#### I. QUALIFICATIONS:

##### A. REQUIREMENTS:

Direct Supports Professionals shall meet all of the following criteria:

1. Must have a minimum of a high school education or the equivalent.
2. Must be in good physical and mental health so as not to negatively affect either the health of the person served or the quality of his or her care and must be free of any illegal and/or non-prescribed medications/drugs. Must be suitable to meet the physical, emotional, intellectual and social needs of each Person Served.
3. Must provide and maintain records for file as specified in policy #206 Employment Requirements and Conditions, including three letters of reference, acknowledgments, etc.
4. Experience working with intellectually disabled persons preferred.
5. Good personal hygiene and appropriate attire per the Employee Handbook.
6. Must be able to perform the physical duties of assigned work and lift 35 pounds repeatedly. Reasonable accommodations will be made under the appropriate circumstances per the American with Disabilities Act.
7. Ability to utilize "gentle teaching" techniques and Nonviolent Crisis Intervention techniques.
8. Must possess good communication skills, including the ability to expressively and receptively communicate in order to follow individualized plan requirements and beneficiary-specific emergency procedures. Must be able to adequately complete required reports/documentation.
9. Must be able to read and write English in an objective and understandable manner as well as possess simple math skills.
10. Must meet the physical, emotional, intellectual and social needs of each Person Served. Must possess the ability to handle/respond to emergency situations and maintain a safe environment to protect the rights of the persons served.
11. Ability to comply with and demonstrate knowledge of procedures regarding vehicle safety, transportation, data collection, safety/fire prevention, personal care, supervision and protection of persons served, Persons Served Recipient Rights, prevention and containment of communicable disease, implement and follow IPOS and Gentle Teaching.
12. Working knowledge of the Person Served Handbook.
13. Ability to comply with and adhere to all recommendations/guidelines set forth by the Centers for Disease Control and/or governing authority during the event of state or nationwide health crisis/emergency.
14. Completion of contractual training as well as Part I and Part II CEO in-services, including CPR, First Aid and NCI and update as required.
15. Must complete Office of Recipient Rights training within 30 days of hire and update annually as required. Failure to comply will result in the employee being suspended without pay until the training is received.
16. A valid Michigan driver license, with a good driving record.

17. A clear criminal history record in compliance with the funding agency contract and Medicaid guidelines. Must not have any felony convictions and be in compliance with the Michigan Mental Health Code for employment.
18. Compliance with all governing authorities' rules/policies, including the Health Insurance Portability and Accountability Act (HIPAA) and Home and Community Based Service (HCBS) policy.
19. Compliance with all company policies including being drug free from all non-prescribed medications/drugs.
20. Will be record free from the Sex Offender Registry. Must maintain a record free status during the course of employment and immediately report any violations to management.
21. Will be free of any substantiated violations of Abuse Class 1 and Neglect 1. All employees are required to immediately report, verbally or in writing, any apparent or suspected rights violations to their Program Manager and/or Program Supervisor as well as the Office of Recipient Rights and assure that the complaint is recorded on a Recipient Rights Complaint Form as well as document on an Incident Report.
22. A check of the System Award Management (SAM) and the Office of Inspector General (OIG) will be conducted for compliance assurance upon hire and monthly thereafter. All employees must be free of fraudulent activity within the MDHHS system. Any employment candidate/applicant or current employee found to have a record on either their SAM or OIG check, will be ineligible for employment with Creative Empowerment Opportunities. In the event that an Office of Inspector General report reveals that Creative Empowerment Opportunities has employed an employee on the list of ineligible people to work for the Office of Inspector General, Creative Empowerment Opportunities will use the Provider Self-Disclosure Protocol, to disclose self-discovered evidence of potential fraud and will comply with any Government-directed investigation and hold responsibility for any civil or administrative litigation due.
23. Ability to work as a proactive and positive member of the Creative Empowerment Opportunities Team.
24. Will wear name tag daily and ensure it is visible at all times.
25. Willing to report to another Community Empowerment Center when requested.

## B. ACCOUNTABILITY:

The Direct Supports Professional is directly responsible to the Assistant Program Manager and the Program Manager/Supervisor in completing all job responsibilities associated with instructing and teaching persons served in the skill building environment, in addition to any further responsibilities which the management team may delegate.

## II. JOB DUTIES:

### A. PERSON SERVED SERVICE REQUIREMENTS:

1. Responsible for implementing the 12 core skill building curriculum and following the person's served plan of service; including behavioral and other plans as directed by the individual needs of the Person Served.
2. Ensure all persons served are treated with dignity and respect and their rights are protected.
3. To utilize "Gentle Teaching" techniques to support all Persons Served.
4. To embrace the Person Served Plan of Service by reading and familiarizing yourself with the current "IPOS"
5. Will carry the "Need to Know" cards on their person for each individual assigned both in the facility and the community.

6. Will implement the Person Served Plan of Service, the Program Plan Methodology collecting data and writing appropriate notes daily, weekly, monthly and quarterly basis as directed by the Home and Community Based Services compliance rules.
7. To provide supervision and support concerning the correct methods in completing activities at the Empowerment Center and in the community.
8. To provide instruction and physical assistance when needed with personal items/care at the Empowerment Center and in the community.
9. Will assist with the development of job descriptions/tasks required for community sites and employment sites.
10. To develop and implement effective teaching strategies to ensure the success of Persons Served both at the Empowerment Center and in the community.
11. To serve as a positive role model for Persons Served by practicing good hygiene, professional attire, and following all policies and procedures at the Empowerment Center and community sites.

#### B. SAFETY AND MEDICAL:

1. To administer medication when required to a Person Served after successful completion of training with the funding agency.
2. Will ensure that medications are properly stored in a locked container during transportation, at the Empowerment Center and in the community.
3. Will ensure to practice universal precaution techniques, maintain a supply of First Aid items and universal precaution equipment at the Empowerment Center and in the community.
4. Will prevent choking hazards by monitoring the individuals during meal times.
5. To prevent transmission of any communicable disease from self to others in the environment in which they are providing support.
6. To provide basic First Aid and CPR if needed after successful completion of training.
7. To utilize proper NCI personal safety techniques when needed after successful completion of training.
8. To provide on-going instructions about safety hazards the Empowerment Center or community environments, and protect Persons Served from harm to self or others.
9. To ensure the Person Served has proper equipment required for all activities. I.e.: coat, boots, gloves, aprons, name tags, medication, glasses, balanced lunch etc.
10. To provide transportation to the Empowerment Center and community activities in a safe manner. If utilizing personal vehicle will ensure it is inspected, insured and in good working order, mileage will be paid.
11. Will ensure to have the locked safety box, containing medical authorization, for each vehicle used to transport persons served.

#### C. COMMUNICATION:

1. To follow all policies in the Employee Handbook and be knowledgeable about the Person Served Handbook.
2. To maintain confidentiality of all Persons Served by not releasing information about persons served to outside sources or visitors. Will direct all question pertaining to persons served to management.
3. To complete training on HIPAA guidelines and to follow all guidelines in order to maintain privacy of protected health information.
4. To maintain open, professional communication with the contact person at the community sites.

5. Will report any problems or concerns to management in a timely manner.
6. Will attend regular staff meetings and in-service training meetings as required. If unable to attend, will read the staff meeting notes and ask management questions for any topic not understood.
7. To develop and maintain open communication with co-workers, managers and supervisors to be a proactive team member.
8. To follow-up with all delegated assignments from management.
9. To immediately report all damage to company property to management and fill out required documentation.
10. To be solution orientated instead of problem orientated.
11. To represent Creative Empowerment Opportunities in a professional manner at all times when speaking to company stakeholders.

**D. DOCUMENTATION REQUIRMENTS:**

1. To complete daily data collection on the persons served goals and objectives immediately following the interaction of the session.
2. Will show the documentation collected to management personnel for approval before departing from shift.
3. Will ensure daily entries are made on all required documents, including data collection, behavior chart, lunch program, enhanced staffing forms, person’s served communication log books and any other form requirements.
4. Will ensure all communication with stakeholders is recorded on the contact sheet.
5. Will appropriately document on mileage logs, medication sheets, Health Care Chronological, and any other required forms on a regular basis.
6. Will complete necessary Incident Reports by the end of the work day.
7. Will sign in/out vehicles, gas cards, cell phones etc.

I understand all of the responsibilities and job duties for the position of Direct Supports Professional at Creative Empowerment Opportunities.

I understand that failure to comply with this agreement and the Employee Handbook could result in the termination of my employment. I understand that this job description does not serve as an employment contract and that Creative Empowerment Opportunities is an at will employer.

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Employee Signature Date

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Management Signature Date

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Supervising Personnel Signature/Title (Must have Supervisor’s signature before given to the employee) Date

 Revised 2/2023, 7/9/2021, :3/11/2021, 11/11/2020, 2/20/18, 10/15, 10/13, 6/07 Policy & Procedure Manual – Direct Supports Professional Job Description

Creative Employment Opportunities Inc. DBA Creative Empowerment Opportunities, a Michigan non-profit service corporation and an equal opportunity at-will employer.

