

**Valley Residential Services, Inc.**  
**JOB DESCRIPTION**  
**DIRECT SUPPORT PROFESSIONAL**

**QUALIFICATIONS:**

Must be 18 years of age or older.

Good physical and mental health.

Good moral character.

Experience working with persons with disabilities, preferred.

Must be able to complete required reports and follow written and oral instructions that are related to the care and supervision of residents.

**ACCOUNTABILITY:**

D.S.P.'s are immediately responsible to the Home Manager, the Assistant Home Manager, and/or the Area Manager in the absence of the Home Manager.

**ESSENTIAL FUNCTIONS AND JOB DUTIES:**

**\*\*DSP's are responsible for each resident's health, safety and well-being during their scheduled shift, regardless of staff/resident assignments.\*\***

**Must be able to work in a smoke free environment.**

**Must strive for and maintain good attendance and punctuality.**

**Must be available to work over their scheduled hours, as needed.**

**Learn, implement and maintain all policies and procedures of VRSI.**

**Must be able to correctly follow and maintain all medication procedures per policy, as trained.**

**This includes, but not limited to the correct administration, checking, handling and documentation of medications.**

**Follow Recipient Rights and MDHHS Licensing rules.**

Promptly report any recipient rights violations to the Rights Advisor, and to home management.

Participate in planning and implementing the resident's programs. Participate in the person centered planning process, which includes using gentle teaching methods and strategies, as required.

Be an advocate for all residents.

Attend all staff meetings and in-services.

Document on all activity pertaining to the welfare of the resident and the home during your shift.

Complete unusual incident reports within your shift.

Ensure that all visitors sign in.

Be courteous on the phone – use for business purposes only!

Communicate positively with others. Refrain from malicious gossip.

Strive to resolve conflicts with peers in a constructive manner before going to management. Follow chain of command for assistance, if needed.

Follow all infection control practices/policies.

Perform personal care duties for residents.

Provide active treatment – always encourage residents to do as much for themselves as possible.

Keep the home clean – assist residents with household chores.

Must complete training as required initially and additional training, as needed, thereafter.

Must pass and maintain First Aid and CPR certification.

Must be suitable to meet the physical, emotional, intellectual and social needs of residents.

Ability to prioritize tasks.

Must be capable of appropriately handling emergency situations.

**DSP JOB DESCRIPTION-CONT:**

Must be in such physical and mental health so not to negatively affect either the health of the residents or the quality of his/her care.

Must be able to physically support adult residents in ambulation/mobility programs.

Must be able to reposition a person (roll, move up, etc.) while they are in bed or from the floor, utilizing a mechanical or two person lift, when necessary.

Must be able to push/pull a person in a wheelchair.

Must be able to lift/move objects greater than 20lbs.

If eligible to drive, must be able to drive a 15 passenger van to transport residents on various community outings and appointments.

Must wear seat belt at all times.

When transporting residents in own vehicle, must have a valid Michigan drivers license and show proof of insurance coverage.

Must be able to assist residents stepping up into and down out of the van or other vehicle.

Must have adequate hearing and vision to safely perform all job duties.

Must be able to keep walks clear of snow/ice in the winter (shovel or operate snow blower as required).

Must be willing to learn any resident related procedures as needed.

Must be capable of working ANY SHIFT and BE ALERT AND NOT SLEEP.

Must be able to complete grocery shopping for home using food stamps.

Complete all other duties that may be assigned by management.

Strive to maintain harmony in the home – enjoy your work!

**OTHER DUTIES:**

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 employee for this job. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

Are you able to perform the above job duties with or without accommodations?

YES

NO

If you need accommodations, please list them below:

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

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_