

MBW COMPANY JOB DESCRIPTION

The Mission of MBW Company is to PROVIDE INDIVIDUALS SUPPORT IN... achieving valued social roles, discovering and contributing gifts and talents, growing in relationships, having community presence and making informed choices.

POSITION: Direct Support Professional (DSP)

IMMEDIATE SUPERVISOR: Supervisor, Developmental Programmer or Program Writer (depends on specific position and site)

QUALIFICATIONS: Education in social sciences, education or related area and/or experience in working with individuals with developmental, physical or mental health disabilities preferred. Requires a high level of sensitivity to the needs of individuals with disabilities. Ability to exercise flexibility and assertiveness, manage crisis situations effectively and problem solve. Must be able to work without direct supervision. Able to read and write in English.

GENERAL RESPONSIBILITY: To implement and coordinate support services to the highest degree in order that persons served might be interdependent members of and active participants within the community. To focus efforts on the role of consulting, facilitating, brokering and mediating in order to facilitate realization of dreams and aspirations.

BENEFIT CATEGORY: Hourly pay. Benefits apply according to policies as noted in the Personnel Handbook. See Personnel Handbook for specific details of benefits.

HOURS WORKED: May be full or part-time; hours are primarily scheduled during mornings, afternoons, evenings, weekends and/or awake overnights. The specific number and times of scheduled hours will be set upon hiring. The DSP may request a change in hours. The Supervisor may approve and/or mandate a change in hours based on program and individual needs. All persons in this position should be prepared to work weekends and holidays.

SPECIFIC RESPONSIBILITIES:

A. Emotional and Social

- Help establish and maintain the physical, emotional and social needs of the individual.
- Promote increased exercising of self-determination and choice by listening with respect to what a person wants, providing a decision making process and assisting the person to obtain the necessary supports.
- Work with individuals, their families and staff to identify the types of relationships desired or needed.
- Assess and identify the formal and informal associations available in individual's community.
- Accompany individuals in the community to develop and pursue valued social roles in recreational, volunteer or organizational activities.
- Work to increase/develop "natural" supports within an organization or group to allow the person to become an interdependent member.
- Strengthen community competence by assisting individuals to learn the skills necessary to develop and maintain relationships.
- Provide assistance and support to community members who wish to have or have

developed relationships with individuals.

- Develop methods of obtaining feedback on the quality of relationships and how to deepen relationships.
- Counsel individuals as necessary.
- Support religious affiliations and memberships as requested.

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- Interact with clients in an age-appropriate manner.
- Provide behavioral supports which include non-intrusive and natural intervention.
- Assist clients in using alternatives/augmentative speech and language as appropriate for each client.
- Communicate with family members, community members, day program in an open and effective manner.

B. Home Operation

- Facilitate active client contributions and participation.
- Assist with client and household money management.
- Provide training and insure that individuals live in a healthful, physically safe and neat environment.
- Keep resident and household files neat and updated as requested.
- Assist with individual and/or referral moves as requested.
- Assist with financial/medical eligibility forms (GRH, MSA, SS, SSI, etc.) as requested.
- Complete fire/storm drills as scheduled. (24 hour)
- Assure transportation of clients is arranged for all program purposes. (24 hour)
- Assist individual with finding transportation for medical and leisure activities. (hourly)
- Coordinate scheduling and client involvement in community activities.
- Complete duties on overnight checklist. (awake overnights)

C. Health Care and Nutrition

- Educate and insure (24 hour)/assist (hourly) adequate diet and meals for individuals.
- Assist with setting and attending (24 hour) or following the schedule (hourly) for medical appointments as requested.
- Insure proper medical care and follow through with recommendations.
- Monitor each person's health.

D. Physical Needs

- Assist clients in purchasing grooming supplies, clothing items and any other personal products they may need.
- Assist with and teach personal hygiene skills/ADLs (dressing, grooming, bathing, feeding, bed mobility, wheeling, transfers, walking, toileting, etc.).
- Train, reinforce, and monitor self-preservation skills in emergency situations such as fire, tornado, etc.
- Insure proper dressing for activity/weather.

E. Program

- Assure active client involvement in all aspects of their program.

- Assess person's abilities - grooming, domestic, behavioral, personal, social, vocational, etc. as requested.
- Help write individual program plans as requested.
- Attend semi-annual and annual meetings as requested.
- Implementation of client program plans.
- Record program data and log notes.
- Evaluate and recommend possible changes with client IPPs/Supports and Methods as requested.
- Share ideas for improving the program and/or people's quality of life.
- Keep Supervisor/DP/PW informed of relevant information.

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F. Personnel

- Submit timecards weekly by due date.
- Coordinate job duties with DP/PW.
- Promote positive team work with other staff.
- Assume other duties as required/requested.

G. Education, Rules and Regulations

- Attend regularly scheduled meetings
- Acquire annual in-service training as mandated. (See Consolidated Rule for specifics.)
- Follow all regulations, policies and procedures.

Note: Please see physical assessment form for this location to determine lifting requirements.

Here are the specific responsibilities. By signing below I am agreeing that I can perform them with or without reasonable accommodations.

Employee Signature

_____/_____/20____

Date