

Job Announcement

Revised 5/17/2024



Job Title: Direct Support Professional (DSP)

Job Summary:

This position is directly responsible for the care, supervision and training of participants assigned during community-based and on-site programming at Adult Day Programs.

Essential Job Duties

- Supports participants in all phases of program components and activities.
- Develop person-centered curriculum. Participate in activities and schedules for program.
- Provides assistance to participants in dressing, grooming, feeding, and other personal hygiene as needed (primarily in restricted health facilities).
- Assists in developing Person-Centered Plan
- Provides assistance with medical needs, as needed.
- Supervises participant schedules and activities.
- Provides assistance to participants with cash resources or property.
- Monitors food intake or special diets of participants.
- Provides basic services outlined in admission agreement.
- Maintains a neat, clean, and orderly work area and/or vehicle.
- Responsible for tracking mileage, maintaining gas receipts, and safeguarding agency vehicles, tablets, and phones. (community-based programs)
- Ensuring participant safety in the community and while transporting. (community-based programs)
- Ensures community calendar is followed. Supports participants in the community and during community activities. (community-based programs)
- Responsible for safety of participants. Reports all incidents to the Program Manager or Case Manager or Lead.
- Supervises participant breaks and lunches.
- Gives input for program improvement.
- Submits daily attendance reports and records participant daily logs.
- Provides input for participant I.P.P.'s.
- Provides input to Program Manager/Case Manager regarding all-around programming goal progress for each assigned participant.
- Responsible for completion of all required paperwork flow.
- Mandating reporting requirements for dependent and elder abuse, as required by WIC Section 15630(b).
- Attends and participates in department in-service training and meetings, as required.
- Other duties and training as assigned.
- Punctual and regular attendance is required.

Minimum Qualifications

- Must be able to communicate effectively through verbal and written forms with a variety of people on different levels.
- COVID-19 vaccine (preferred)
- Must be able to read and write Standard English.

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- Must have experience using computer for daily notes.
- Must be able to maintain First Aid/CPR (training provided)
- Must be able to drive and maintain valid CA Driver's License a, clean driving record, and personal auto insurance.
- Background Fingerprint Clearance and physical

Education/Experience

- High School graduate or equivalent
- Minimum of two (2) years' experience working with persons with developmental disabilities.

Direct Report: Program Manager

FLSA Status: Full time, (35) thirty five hours per week

Pay rate: Non Exempt, \$18.00 per hour, \$18.50 per hour supervising in the community.

Work hours: 7:30 a.m.-3:00 p.m. depending on location
8:00a.m.-3:30 p.m. depending on location

Locations

Riverside	<u>Advance Enterprises Riverside</u> : Community-based <u>Riverside Resource Center</u> : Site-based, and community-based <u>Fairmount Resource Center</u> : Site-based—restricted health facility
Moreno Valley	<u>Moreno Valley Resource Center</u> : Site-based—restricted health facility
Beaumont	<u>Pass Resource Center</u> : site-based, and community-based

Physical Demands:

- Must be able to multi task
- Must be able to lift 25-50 lbs.
- Must be able to stand frequently