



Title: Direct Support Professional (DSP)

Reports to: Home Administrator

Status: Non-exempt/Hourly

Wage: \$16.20/hour starting wage, wage increases to \$18.20/hour based on worked hours and performance

Scope:

Direct Support Professional (DSP) works closely with the residents of Alegria homes, who are developmentally disabled, medically fragile, and present behavioral challenges. The DSP assists the residents in achieving and maintaining their individual health, hygiene, occupational, social, and emotional goals.

Responsibilities:

1. Transport residents to medical, dental, social activities, and other appointments.
2. Assist residents in all personal grooming such as bathing, toileting, dressing, medical, and dental needs.
3. Assist with coordination of residents' health care.
4. Provide supervision and training during community and recreational outings.
5. Monitor physical and emotional wellness of residents and immediately report changes in status.
6. Prepare meals and store food in compliance with all regulations and program outline.
7. Follow response procedures for all home emergencies, (medical, natural disaster, fire, and behavioral incidents).
8. Assist with maintenance and sanitation of home and surroundings.
9. Record data and maintain files regarding residents' health, progress, and special incidents, as outlined in Title 17, Title 22, and the Alegria program design.
10. Daily documentation of status and changes as related to residents' IPP, health, and behavioral programs.
11. Assist in maintenance of administrative records, resident files, home inventories, and weekly schedules as needed.
12. Advocate on behalf of each resident; uphold respectful and efficient communication with each resident and all relevant parties. Understand organizations and support systems relating to each resident's life.
13. Attend ALL required (mandatory) trainings and staff meetings.
14. Follow directives from the Home Administrator or Lead Staff.

Job Requirements:

- Prior experience providing direct care and supervision to persons with special needs.
- Excellent communication skills; respectful and positive attitude toward residents, co-workers, contractors, and home visitors.
- Complete required staff training and minimum of 12 hours continuing education annually.
- Complete orientation and on-the-job training within first month of employment.
- Work weekend, holiday, and overnight shifts as required.
- Complete DSP 1 training or test for and pass DSP 1 certification within first 180 days of employment.
- Complete DSP 2 training or test for and pass DSP 2 certification within first 270 days of employment.
- Able to meet Title 22 requirements, including, but not limited to:
 - Minimum age 18
 - High school diploma or GED certificate



- Health screen and TB clearance
- Fingerprinting and clear criminal record
- CPR and first aid training
- Valid and current California drivers license
- Clear driving record
- Ability to lift 75 lbs. (to transfer individuals).

Requirements for successfully completing the 90-day introductory period include:

1. Complete and obtain sign off of the New Hire Orientation Checklist.
2. Attend and complete all assigned training including those listed on the New Hire Training Schedule.
3. Complete and obtain sign off of the Medication Shadowing Checklist
4. Complete the IPP/ISP training
5. Have obtained satisfactory ratings on the 45 and 90 day review
6. DSP must:
 - a. Attend all staff meetings
 - b. Attend all required training
 - c. Submit all training verifications
 - d. 0 "call-offs"
 - e. 0 "no-shows"
 - f. 1 or fewer excused absence
 - g. 0 "unpaid leave" for a scheduled shift
 - h. Report all safety issues
 - i. 0 written counseling or documented warnings
 - j. Have worked a minimum of 520 hours of regular time

Requirements to maintain good standing for subsequent 90-day periods include:

1. Attend all staff meetings
2. Attend all required training
3. Submit all training verifications
4. 1 or fewer "call-offs"
5. 0 "no-shows"
6. 1 or fewer excused absence
7. 1 or fewer excused tardy
8. 0 "unpaid leave" for a scheduled shift
9. 0 written counseling or documented warnings
10. Report all safety issues
11. Complete and proper documentation

Alegria is an Equal Opportunity Employer

I agree that I have read the above job description and requirements and that I will adhere to company policies for maintaining my position.

Print Name

Employee Signature

Date