

**JOB DESCRIPTION**  
**Direct Support Professional**  
**(ICF/IID)**

***Primary Function:*** The DSP is responsible for providing personal care and related services to individuals within an Intermediate Care Facility for the mentally and physically challenged. The DSP reports to the Program Supervisor, Shift Manager & Nurses.

***Duties and Responsibilities:***

1. Assists individuals in their activities of daily living to include: bathing, dressing, tooth brushing, toileting and other areas of person hygiene that require assistance. The DSP provide the assistance necessary in a safe and healthy manner while maintaining the individuals' choices and desires remain the focal point of service deliver.
  - a. Ensure resident personal appearance is appropriate as far as grooming and cleanliness and also appropriate for place and weather.
  - b. Ensure personal care needs are met after meals and during and after all activities (both in-house and in the community).
  - c. Ensure each individual uses their own personal items and clothing.
  - d. Promote the use and development of the individuals' abilities.
2. Participate in the Interdisciplinary Team meeting for the purpose of beginning, monitoring and following through on the individuals' plans.
3. Cooperate in the Habilitation Team Process by participating and promoting Active Treatment and Person Centered Planning to maximize the individuals functioning. This involves implementing Individual Plans and Essential Lifestyle Plans as written with consistency. This also entails providing behavior intervention as written in the individual Behavior Plans with consistency.
  - a. Promote teamwork by serving as a team player. Perform duties in conjunction with all team members.
  - b. Perform required duties of the shift as designated by the administration.
4. Actively participate in the Community Integration Program for the residents as dictated by the activities scheduled.
5. Complete all required documentation to include, but not limited to: Habilitation Plan documentation and programs as a result of the individual plans, behavior log, toileting sheets, input and output sheets, community outing forms, cleaning and chore duty forms bed check forms, turning schedules, monthly summaries, etc.
6. Assure residents rights at all times. These include basic civil rights as well as the rights to dignity and privacy. This also includes the right to confidentiality of all resident and facility related information.
7. Engage in conversation with the residents that appropriate and respectful in the presence of the residents in their living and community environment.

8. Report any significant information regarding the residents or staff to the nurse supervisor on duty.
  - a. Accidents, injuries or any incident related to abuse and or neglect is to be reported immediately.
  - b. Any information or concerns related to the job are to be reported and discussed with the appropriate supervisor.
  - c. Follow the chain of command established by the facility.
  - d. Employ problem resolution procedures in a professional manner.
  - e. Maintain a professional attitude while keeping communication lines with staff members open. Actions should be consistent with professional reasons of employment at the facility.
9. Follow OSHA regulations related to safety, Universal Precautions and MSDS information. This includes proper use of protective equipment at the designated times.
10. Attend in-services and staff meetings offered by the facility.
11. Follow the supervision of the Nurses, Program Director, House Manager and Executive Director.
12. Follow regulations set up in accordance with facility policies and procedures.
13. Perform other related duties assigned by the immediate supervisor as well as administration

**\*\*Due to the physical limitations of the individuals that we serve, this employment position requires all staff members to be able to lift the residents with the assistance of co-worker(s) and /or mechanical devices. All staff must be able to respond quickly to emergency situations such as fire drills and evacuations, unstable weather drills, and ensuring resident safety at all times.**

The attending physician's signature states that \_\_\_\_\_ is  
(Employee name)

physically capable of performing all of the above duties on a daily basis.

\_\_\_\_\_  
(Physician's Signature)

\_\_\_\_\_  
(Date)