



## Star of Hope Activity Center, Inc.

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### Job Description Direct Support Professional (DSP)

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#### **Statement of Purpose:**

Supporting the Mission, Vision, and Values of the Star of Hope by empowering People of Diverse Abilities; Envisioning growth, Opportunity and Promoting Independence for all People; Valuing Dignity, Equality, Integrity, Inclusion, Choice and Empowerment.

#### **Job Summary:**

This position works as a member of a professional team serving adults with intellectual and developmental disabilities in a Star of Hope residential, day activities, or supported living program. Individuals supported are assisted with performing housekeeping chores, meal preparation, medication administration, community outings, and other basic daily functions.

**Responsible To:** Program Manager

#### **Qualifications:**

1. High School Diploma or GED is necessary; some college helpful. Two years of experience may substitute for education.
2. Successfully pass a State and Federal criminal background check upon hire and a re-check every two years.
3. Possess a valid Oregon driver's license and pass a driving record screening.
4. Successful completion and submission of all required assurances and tests within the time frames noted in the "Personnel Records" section of the SOH Employee Handbook.
5. Able to lift up to 70 pounds.

#### **Personal Qualities:**

Star of Hope employees have good communication skills, including listening, speaking and writing. We work collaboratively and successfully engage in team building. We are highly motivated and proactive, advocating for our residents' safety and well-being. Our mission is to help our residents in their personal growth, pursuit of interests, and integration into the community – we seek staff with these same traits to help our resident's achieve maximum independence.

#### **Duties:**

1. Work collaboratively under the supervision of the Program Manager, striving for excellence, providing input, and reporting any concerns as an active team member.
2. Ensure the health, safety, and rights of all residents, maintaining confidentiality at all times.
3. Ensure the agency's mission and values are followed in implementing a philosophy of maximum independence, productivity, and integration into the community for each resident.
4. Successfully complete the agency's core competency training plan, ongoing training requirements, and all other in-service training as appropriate.

5. Administer all medications as needed following Medication Administration Procedures, including documentation.
6. Responsible for documentation of all health, medical, and behavioral information and notifying other appropriate staff of any changes or problems that occur during shift.
7. Implement any new Physician's Orders or therapies promptly and accurately.
8. Assist in the development and implementation of individual support plans (ISP) for residents; attend ISP meetings as appropriate or required.
9. Instruct and assist in the preparation of meals and/or provide properly proportioned, nutritional diets following menus and diet plans.
10. Instruct residents in daily living activities, including personal hygiene and other skills as needed.
11. Assist in heavy cleaning and simple maintenance to maintain home in a healthy and safe manner.
12. Follow agency policies and procedures and Oregon Administrative Rules, asking for clarification and further instruction if required.
13. Remain on duty until relieving staff arrive any time residents are in the home, following the "mandatory overtime" policy. In the event of a disaster, make arrangements with your family to come to the worksite until relieving coverage is found.
14. Safely transport residents using agency vehicles to appointments and activities.
15. Follow all orders and procedures of Nurse Delegated Tasks as trained by agency nurse, completing re-certification requirements as required.
16. Other duties and projects may be mutually discussed and determined as appropriate.

Direct Supports in a Residential Setting: A Direct Support Professional working in a Residential Program completes all the above listed tasks within a "Home" setting, supporting residents in a licensed residential program operated by Star of Hope.

Direct Supports in a Supported Living/Community Supports Setting: A Direct Support Professional working in a Supported Living/Community Supports setting completes all or some of the above listed tasks in community based setting that is contracted by the State of Oregon. This could include a supported individual's personal home and involves helping them access the community. Program Manager provides guidance of contractual requirements including hours required and specific duties, to include medication administration, accounting for hours, and logging activities.

Direct Supports in a Day Activities Setting: A Direct Support Professional working within a Day Activities Setting provides supports in either a Day Activities Facility (Star Services) or directly in the Residential Programs. This could include all or some of the above listed tasks, ensuring access to the community through engaging activities, and ensuring Individual Service Plan goal attainment and tracking for all assigned supported individuals.

I certify that I have read and understand the description of my job as stated.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

This job description has been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to this position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. The Executive Director as deemed appropriate may assign additional functions and requirements. The Star of Hope Activity Center, Inc. is an Equal Opportunity Employer.