

St. Andrew's Place  
Job Description

Job Title: Direct Service Professional

Supervisor: Home Manager

Qualifications: This position requires a high school diploma or GED. Experience in the field of developmental disabilities, mental health, or mental retardation is preferred.

General Statement: The Direct Service Professional is assigned to one or more residences and works under the direction and supervision of the Home Manager in matters pertaining to daily operation and maintenance of the facility.

Primary Duties:

1. Responsible for the implementation and documentation of all training programs as specified in the Individual Service Plan (ISP) of each group home resident.
2. Integrates specific training programs with daily resident activities, such as household chores, personal hygiene and socialization, to provide training opportunities as part of the resident's normal routine whenever possible.
3. Instructs residents in specific training tasks as outlined in ISPs, and documents performance of each task on appropriate data sheets as frequently as possible, consistent with the particular training objective and home routine. A MINIMUM of weekly instruction in each objective is desirable.
4. Keep daily progress notes on significant resident activities occurring during assigned hours.
5. Prepares monthly progress summaries from daily progress notes and data sheets in absence of Home Manager.
6. Provides performance evaluations and recommendations regarding training programs at annual ISP reviews, consultations and other occasions as appropriate.
7. Maintains daily log as record of significant events or any other information regarding home operation or resident care for the benefit of all staff.
8. Attends staff meetings, consultations, in-service training and other meetings as appropriate.
9. Responsible for the day-to-day operation and maintenance of the residence.

10. Supervises and/or assists residents with daily living activities, including household chores, laundry, personal hygiene and grooming, social and leisure activities, academics and finance, and maintains the safety and welfare of residents at all times.
11. Prepares/supervises preparation of meals during their assigned hours.
12. Supervises medications and keeps current medication history and administration records.