



## Direct Support Professional (DSP)

### The Opportunity Tree Vision

The Opportunity Tree is committed to promoting the development of a society that fully embraces individuals with intellectual and developmental disabilities through inclusion, advocacy, and opportunities.

### The Opportunity Tree Mission

To provide quality individualized services to people with intellectual and developmental disabilities in dynamic and innovative environments.

Department:	All Programs	Location:	Phoenix, Casa Grande, Maricopa
Reports to:	DSP Supervisor	Supervises:	NA
FLSA Status:	Exempt or Non-Exempt	Employment Status:	Full-time, Part-time, Part-time On-call
Benefit Status:	Eligible for Full-time and Part-time	Pay Level:	PR-1

**Job Summary:** The Direct Support Professional supports and assists Members with developmental disabilities in developing/enhancing basic living and other life skills, promotes independence and individual choice, and completes training and supervision in vocational related activities in a variety of program settings.

**Essential Job Functions:** (variances of job functions may occur based upon the program)

1. Supervision of the Members' health, safety, and security to include assistance with Activities of Daily Living (eating, bathing, dressing, toileting, ambulation, and continence).
2. Engage Members in life skills to include but not limited to meal preparation, shopping for groceries and personal items, and management of Member personal funds.
3. Implement specific programs for Members as outlined in the Person Centered Plan using creative and stimulating methods.
4. Assist in developing, implementing, documenting, and monitoring of each individual programs for Members.
5. Coordinates the instruction and supervision of the Members in appropriate basic activities of daily living skills and recreational events in accordance with the Person Centered Plan.
6. Responsible for developing/assisting to develop, implementing, documenting, and monitoring of each Member's program.

7. Encourage the Members to develop and maintain positive interpersonal skills.
8. Participate in community integration activities with Members to include transportation.
9. Coordinate transportation, transport, and/or accompany according to their Person Center Plan.
10. Responsible for communicating progress and issues in a timely manner to the appropriate staff.
11. Responsible to maintain all other records/paperwork and submit documentation per assigned timelines to include but not limited to completing case notes, incident reports, goal tracking, and other daily documentation.
12. Administer medications as ordered and appropriate and document per policy and procedures.
13. Implement physician and therapist orders.
14. Responsible for planning and maintaining Member's and household accounts.
15. Maintain safe home/program environments in keeping with Arizona Licensing Standards and The Opportunity Tree Policy.
16. Explain and demonstrate tasks of job/activity to individuals and assist them as necessary.
17. Assist in training individuals we support in community activities, appropriate tolerances, social behaviors, response patterns, and other socially accepted behaviors.
18. Assist Members to work at jobs or tasks so the Members gain valuable experience to improve their prospects of open employment.
19. Trains Members in a vocational setting in appropriate work behaviors, learning acceptable social behaviors, and response patterns to gain vocational skills.
20. Directs small group of Members in a training sessions regarding work related skills development, arts and crafts, and recreation.
21. Guides Members training in routine facility maintenance, materials inventory/security, and shipping/receiving.
22. Assists in maintaining production schedules and records, payroll records, attendance reports, and work evaluation summaries.
23. Drive The Opportunity Tree vehicles as needed, maintaining a clean driving record.
24. Perform daily job duties in a safe and healthy manner, including the use of proper techniques when lifting individuals, production/activity materials and completion of first aid/CPR as needed.
25. Assume responsibility for minor maintenance, security of assigned equipment, and advise supervisor of needs.
26. Maintains confidentiality of information regarding Members and The Opportunity Tree.

27. Advocate on behalf of the Members and their families to ensure individuals with intellectual and developmental disabilities have a voice.
28. Compliant with attendance rules.
29. Promote and maintain a collaborative and respectful working environment and a line of communications with all stakeholders of The Opportunity Tree.
30. The employee is responsible to provide current proof of training, certification, and other required documents to The Opportunity Tree prior to the expiration to the Human Resources Department or schedule required training prior to the expiration of the required training to remain current.
31. Comply and enforce the Policies, Procedures, and Regulations of The Opportunity Tree.
32. Other job duties as assigned.

**Job Requirements:**

1. Minimum of 18 years of age.
2. Current driver license with Non-Restricted Motor Vehicle Record and compliance per the requirements of The Opportunity Tree's insurance carrier.
3. Communicate in English; speech, write and read.
4. Experience: Three (3) months preferred but may be required in the Intellectual and Developmental Disabilities (IDD) field.
5. Education: High school diploma or GED
6. Knowledge: Beginner in MS Outlook, MS Word, MS Excel, web browser
7. Personal enthusiasm for participation in a non-profit organization, which provides services to individuals with intellectual and developmental disabilities.
8. Positive attitude and ability to represent The Opportunity Tree effectively in the community. Ability to work collaboratively as a team member with Members, staff, families, funders and stakeholders.
9. Successful completion and maintain all required training as current which may include CPR, First Aid, and Prevention and Support.
10. Successfully meet AZ-DPS requirements for Fingerprint Clearance Card.
11. Reliable transportation and possible travel for The Opportunity Tree business or travel for The Opportunity Tree business.

12. Skills to include but not limited to knowledge of principles in staff interaction, task productivity, time management, problem identification and resolution administration.

**Work Environment:**

1. Lift/carry/transfer minimum of 40 pounds.
2. Bend, kneel, and stoop.
3. Pushing or pulling of wheelchairs.
4. Reach/ reach overhead.
5. Walk/stand for extended periods.
6. Sit for extended periods.
7. Finger/hand/wrist dexterity to eye.
8. This position is considered a "safety sensitive" position.

**ACKNOWLEDGEMENT:**

- I understand this job description and its requirements and that it may not be an exclusive list of all job functions.
- I understand that I am expected to complete all duties as assigned.
- This job description is subject to change at any time with or without notice.
- I acknowledge that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)

Employee Signature: \_\_\_\_\_