

## **Direct Support Staff**

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- Assist all individuals with organizing and scheduling daytime activity choices
- Assist all individuals with purchase of groceries and household supplies
- Assist all individuals in preparing weekly menus
- Transport all individuals to scheduled medical appointments and daytime community activities
- Administration of medications if needed
- Assist all individuals to succeed in all daytime outcomes defined in service recipient's ISP, with follow through on all documentation.
- Pursuing and presenting experiential possibilities for individual's exploration in the community, leisure activities and social awareness
- Assist individuals with organizing and scheduling his/her nighttime activity choices
- Transport and accompany individual to activity choices.
- Facilitate and encourage maintenance of peer contact and relationships with friends in the community
- Assist individual to succeed in all nighttime and weekend outcomes defined in service recipient's ISP, with follow through on all documentation
- Assist individual in their homes with daily ADL's and household chores, such as cooking, cleaning, laundry, etc.
- Completion of all required documentation.

### **Minimum Qualifications for Direct Support/Supervisory Staff**

- Must be at least 18 years of age
- Be able to effectively read, write and communicate verbally in English
- Be able to read and understand instructions, perform record keeping and write reports
- If necessary, must have a vehicle with liability insurance coverage
- Basic First Aid and CPR (with Heimlich maneuver) certification
- Knowledge of administering medications and medication procedures if necessary
- If transporting individuals, have a valid state driver's license and appropriate auto liability insurance
- Two work references and two personal references
- Clean background check (no felony convictions, no abuse or neglect complaints.
- For Supervisory staff, minimum one year's experience working with individuals who have disabilities or in any health related field working with the fragile population

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Signature

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Date