



JOB DESCRIPTION FOR: DIRECT SUPPORT

Employee's Name _____ Position # _____ Supervised by: PS

Primary Function

To assure that each individual receives quality, individualized supports and assistance necessary for the individual to receive optimal quality of life. To provide support and assistance to individuals in a manner which is normalizing, sensitive to their needs and preferences, and respectful of their dignity. To consistently implement supports, assistance, and active treatment interventions within the normal routines of the individuals' daily lives. To function as an active and cooperative member of the household direct support team.

3. Specific Job Responsibilities:

1. Implements all applicable programs, services, and supports as specified in assigned individuals' IPPs.
2. Provides routine daily assistance to individuals as their individual needs and plans dictate.
3. Protects, promotes, assures individuals' basic civil, human, and legal rights; dignity, privacy, age-appropriateness, respectful interactions, etc
4. Maintains clean, healthy safe physical environment including cooking, laundry and housekeeping duties as assigned.
5. Acts to assure that individuals' preferences and choices are honored in the daily provision of support and assistance.
6. Provides necessary assistance and support for individuals to have appropriate and consistent access to their community.
7. Attends individual community meetings, appointments, and activities as assigned by supervisor.
8. Provides assessment and on-going monitoring of individuals' status at all times; and promptly reports changes/concerns appropriately.
9. Legibly and coherently documents all information necessary to meet applicable policies, procedures, guidelines, and standards.
10. Maintains professional relationships and behavior with individuals, families, co-workers, and representatives of outside agencies.
11. Maintains knowledge of and adheres to all AXIS, Inc. policies, procedures, guidelines, and standards.
12. Maintains knowledge of and adheres to all applicable laws, rules, regulations, and contracts.
13. Performs job duties so as to protect personal, individual, and organizational safety.
14. Follows universal precautions in performance of personal assistance tasks which may result in exposure to blood and/or bodily fluids.
15. Assures needed personal supplies and materials are stocked and available for assigned individuals.
16. Functions as an active and cooperative member of the individual planning and household work teams.
17. Attends all mandatory meetings and training sessions required by supervisor/organization.
18. Maintains up-to-date training to meet assigned individuals' needs and licensing regulations.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

BASIC REQUIREMENTS:

- High School Diploma or equivalency
- Prior education and/or experience working with persons with developmental disabilities is preferred.
- Valid driver's license and driving record which allows candidate to be insured. Current proof of insurance.
- Ability to lift up to 50 pounds, which includes lifting objects & lifting and transferring individuals.
- Ability to see and hear adequately to assure individual safety and to make needed assessments.
- Ability to sit, stand, stoop, bend, reach, twist, frequently and push/pull wheelchairs.
- Ability to meet acceptable attendance and schedule standards.
- Ability to pass criminal background screening.
- Documentation of freedom from tuberculosis.
- Ability to be certified in First Aid, CPR and Medication Administration

LANGUAGE/LITERACY SKILLS: Ability to read and interpret documents such as individual plans, safety rules, operating and maintenance instructions, and policy/procedure manuals. Ability to write routine documentation entries and assessments using both manual and electronic means. Ability to speak the English language sufficiently to interact responsively with individuals and other members of the team.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure.

REASONING ABILITY: Ability to apply common sense understanding needed to carry out instructions furnished in written, oral, or diagram form. Ability to assess problems and respond appropriately in a variety of situations according to approved AXIS, Inc. policies, procedures and guidelines.

PHYSICAL DEMANDS: The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job.

REASONABLE ACCOMMODATION: The above requirements are necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.