

**LINCOLN SELF RELIANCE, INC.**  
**JOB DESCRIPTION**  
**Residential Direct Support Professional**  
**Pay Range \$9.00 - \$12.00**

**PURPOSE:** Residential Direct Support Professionals are responsible for the direct supervision of adult individuals with disabilities in various settings such as their homes, vocational placements/jobs, medical appointments and community activities. It is the Residential Direct Support Professional's responsibility to see to the specific needs of each person served, provide teaching opportunities, provide options for informed choice, and follow safety guidelines according to each individual's Plan of Care

**SUPERVISOR:** Lead Residential Direct Support Professional

**ESSENTIAL FUNCTIONS:**

1. Understand the Individual Plan of Care and correctly implement the documentation procedures according to the plan including recommendations from special services such as OT, PT, etc.
2. Understand, implement, and complete documentation procedures as they apply to the daily functioning of the program (i.e., goal data sheets, schedules, incident reports, emergency drills, community integration logs, daily case notes, etc.).
3. Understand and follow all LSR policies and procedures as outlined in various company manuals (Employee Handbook, Safety Manual, Residential Policies, Code of Ethics, etc.).
4. Assist persons served with personal care issues such as toileting, feeding, hygiene, etc. as needed.
5. Train persons served on daily living skills such as meal planning/preparation, shopping, grooming, job skills, home maintenance/cleaning, etc.
6. Teach persons served good hygiene, appropriate dress and social interactions (such as communication, manners, appropriate behaviors, etc.) while in the residential homes, in LSR buildings, or in the community.
7. Be able to physically assist persons served as needed. This includes: bending, stretching, kneeling, crawling, balancing, turning, twisting and the ability to lift fifty (50) pounds minimum; assisting persons served with adaptive equipment (i.e., wheelchairs, walkers, vehicle wheelchair lifts, Hoyer lifts, etc.); implement toning, stretching, and exercise routines as prescribed for persons served by OTs or PTs.
8. Be able to transport persons served safely, under all driving conditions, to and from appointments and activities.
9. Make sure residence is maintained as a clean and safe environment for person to live. This is to include keeping walkways and driveways clean and clear of snow as needed. Include the persons served in the process as appropriate.
10. Complete daily documentation accurately (i.e. case notes, data sheets, etc.) for persons served.
11. Keep persons served and supervisor informed of events, schedule changes, services, etc. Coordinate community activities and appointments with person served (i.e. doctor appointments, therapy appointments, work, volunteer activities, leisure activities, etc.).
12. Demonstrate professionalism by: utilizing good judgment, being dependable and reliable, working with minimal direct supervision, arriving to work and to scheduled appointments on time, productive use of time.

13. Work cooperatively and professionally with other staff members in giving and receiving information. Be self-motivated and take initiative. Seek out new assignments. Propose new ideas and different ways of doing things. Follow the chain of command. Be receptive to feed back.
14. Understand that persons served are individuals and should be treated as such. Be sensitive to the needs and learning styles of each person served. Focus on their abilities not their disabilities. Offer options for informed choice and encourage independence. Empathize, don't sympathize.
15. Treat persons served, co-workers, related services and the public with respect.
16. Maintain confidentiality of information regarding persons served, co-workers, and company issues.
17. Show professionalism by: work quality, showing initiative and good judgment, being self-motivated so the job can be completed without direct supervision, clock in using time card on time, and maintaining a good attendance record; role modeling of appropriate behaviors, dress, and communication for persons served; working as a team member; following the chain of command.
18. DSPs are required to take the on-call phone as scheduled.

**EMPLOYMENT QUALIFICATIONS:**

1. The ability to reason and problem solve.
2. Good math and reading skills.
3. Strong verbal and written communication skills.
4. Clear background (Finger Print screening by DCI/FBI and DFS).
5. Certified in CPR and First Aid (may be acquired during employment).
6. Possess a valid driver's license and provide a copy of current driving record. Must be insurable by LSR vehicle insurance without increasing premiums (minimum age 21).
7. Be willing to perform any reasonable request to meet the needs of the persons served.
8. Experience working with individuals with disabilities helpful.
9. Ability to use computer such as: word processor, e-mail, etc in a time efficient manner.

**This job description is not all-inclusive and does not imply that these functions and qualifications are the exclusive obligations of this job.**

**LSR is an equal opportunity employer. Employment at LSR is at-will. Nothing herein contained shall be construed to be a contract between the employer and the employee.**

**I HAVE HAD ADEQUATE TIME TO READ AND ASK QUESTIONS IN REGARDS TO THIS JOB DESCRIPTION.**

\_\_\_\_\_  
 DSP Name (Please print)

\_\_\_\_\_  
 Direct Support Professional Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor/Title/Signature

\_\_\_\_\_  
 Date