



Direct Support Professional

Job Title: Direct Support Professional

Employee Name (Print): _____

Purpose: To provide outstanding direct support to customers served by A Better Life Homecare in their homes and in the community. Supports include sitter/companionship, light housekeeping, meal preparation, medication and health reminders, dressing and grooming, errands and shopping, transportation, assistance with home and money management. To be an excellent ambassador for A Better Life Homecare in all work and not work activities and actions.

Job Duties and Responsibilities: A Better Life Homecare DSP's are the front line resource for A Better Life Homecare customers. Direct Support Professionals work with people in their homes to provide the supports they need to be able to stay at home. DSP's are responsible for participating in the development of Help Plans and following them according to the service agreement, including following the agreed upon schedule. A Better Life Homecare serves people 24/7. DSP's will follow the agreed upon work schedule identified in their offer of employment. DSP's will provide outstanding service in all that they do, using the A Better Life Homecare Belief Statements as the foundation for all their actions. ***Direct care positions are part-time and as needed; employee job assignments are made according to the needs of our customers and with consideration of the employee's desired schedule, employee personality characteristics and work style and employee's proximity to job assignment .***

- Execute Help Plan as written, initiating updates and modifications as needed
- Clearly document all aspects of services provided
- Maintain a high degree of honesty and integrity at all times
- Transport people as needed and outlined in the Help plan in employee's or customer's vehicle.
- Acquire and maintain all required and needed training to properly serve customers
- Maintain valid driver's license and auto insurance at all times
- Perform all aspects of job safely and using good judgment
- Maintain privacy and confidentiality of all A Better Life Homecare customers, families and employees
- Work to increase knowledge and skills in areas relevant to position and customers
- Communicate openly and respectfully with customers, supervisors, members of the community
- Represent A Better Life Homecare well in all aspects of manner, dress, communication and actions

Qualifications:

- High School diploma or equivalent
- Interest in people, desire to engage with them, sensitivity to their needs and desires
- Excellent decision-making skills
- Ability to bend, stoop, reach, lift up to 50 pounds to provide services described above
- Good written and verbal communication skills, patient and willing to advocate as needed for customers and others.
- Demonstrated success, dependability, reliability in vocational, academic and/or avocational/pursuits
- Current driver's license, auto insurance
- Clear criminal history
- Drug-free

Supervision: Program Manager or Program Director

Employee Signature

Date