

The Arc Greater Hudson Valley
POSITION DESCRIPTION

Program/Department: Residential

Date Approved 8/24/2023

Position: Relief DSPR

Approval Signature:

Reports to: Program Manager

Designation Exempt Nonexempt – Bargaining Unit

Type FT PT Relief
 Driver Nondriver

Job Summary: The Relief Direct Support Professional supports individuals with developmental disabilities to have a quality of life. To promote health, safety, and well-being of individuals. A Direct Support Professional serves as an advocate for individuals in communicating their needs and goals.

Expectations: The Relief Direct Support Professional shall exhibit the following:

- **Communication:** As a DSP you will be responsible for communicating with individuals, other staff members, and management. It is important to be able to communicate information clearly and concisely.
- **Time Management:** Time management is the ability to plan and execute tasks within a set timeframe. DSP's must have strong time management skills will help you complete yours tasks efficiently, meet deadlines, and ensure the safety of the individuals under your supervision.
- **Problem-solving:** Problem solving is the ability to identify and resolve issues. As a DSP, being able to identify and resolve issues will help you maintain a smooth workflow and support team members in an efficient and positive manner.
- **Teamwork:** A DSP works with a team of other DSP's. A DSP must be able to demonstrate through action and relationships within the organization a commitment to teamwork and the agency mission.

Responsibilities: The Relief Direct Support Professional shall:

- Review, understand and follow each Individual's plan of protective oversight and Individual Service Plan.
- Supervise individuals as indicated by plans to ensure safety
- Assist with and/or monitor Activities of Daily Living (ADLs) including: bathing, showering, toileting, personal care, dressing, etc.
- Converse with individuals to reinforce positive behaviors and to promote social interaction.
- Prepare food for prescribed diets and assist / monitor individuals while eating
- Reposition individuals in beds or chairs as needed
- Assist in ambulation and/or transfers with individuals throughout the day
- Assist in transporting individuals to and from daily programs and community outings
- Escort and assist individuals within community settings
- Respond to individuals to prevent injury to themselves and others

- Observe and document individuals' behaviors, eating patterns, personal care, etc., to facilitate assessment and development of treatment goals.
- Attend to routine health-care needs of individuals under supervision of medical personnel.
- Assist / perform household activities: cooking, cleaning, housekeeping, laundry, shopping, etc.
- Maintain a safe and comfortable environment for the individuals.
- Assist other team members when the opportunity presents itself, or when requested by another team member or assist in emergency situations and routine fire drills.
- Inspect equipment for malfunction / disrepair
- Communicate questions, concerns or issues to appropriate personnel
- Complete all necessary documentation on a daily basis before leaving shift.
- Perform CPR & 1st aid as needed
- Must work a minimum of two (2) shifts per month to maintain relief status.

Maintain valid licenses including driving license, as applicable, medication certifications or any other credentials that are required or necessary to carry out the responsibilities upon and throughout employment.

Qualifications:

High School/GED required. One year experience working with individuals with developmental disabilities preferred. Valid driver's license required.

Physical Requirements: The Direct Support Professional shall be able to perform the following in order to pass Work Skills Assessment:

- Walking and standing frequently
- Sitting, occasionally in awkward positions while assisting with activities, such as eating
- Reaching continuously to assist individuals in ADLs and other tasks/goals.
- Squatting/ half-kneel to remove / reinstall footrests on wheel chairs, assist with low level ADLs, and
- Secure wheelchairs within vehicles.
- Standing bend forward to assist with bed care activities
- **Dexterity**
 - Steady firm grip up to 50lbs when using a transfer belt to assist with ambulation
 - Moderate level of hand coordination to assist with ADLs and other tasks/goals
 - Applying slings and personal adaptive equipment (splints, AFOs, etc)
 - Finger dexterity to manipulate keyboard and lift remote buttons
- **Agility-Material Handling**
 - Lift up to 60 lbs and /or pull of 50 lbs to transfer individual
 - Push various mechanical lifts and chairs with a sustained force up to 15 lbs variable distances and floor

The above is a general statement of the expectations and responsibilities of the position. Other expectations and responsibilities may be assigned as required by the program, department or agency.

X

Signature

X

Print Name

X

Date