

Direct Support Professional | Myers-Davis Life Coaching, Inc.

Summary:

Reporting to their Direct Care Supervisor & Waiver Services Director, the Direct Support Professional (DSP) will participate in the team approach toward accomplishing the goal of Community Based Services associated with the Waiver program through Arkansas Division of Developmental Disabilities Services (DDS). The DSP responsibilities include, but not limited to, exhibiting compassion, supporting consumers, and ensuring a safe environment. They foster independence and personal choice by guiding individuals in acquiring necessary skills, such as social behavior or interpersonal competence so individuals have greater self-reliance in their day-to-day lives. The DSP shall provide a person-centered care approach to individuals we support with intellectual & developmental disabilities.

Responsibilities: Other Duties May be Assigned

- Assisting in the assessment, development, and implementation of the Individual Service Plan (ISP).
- Maintaining all required records and data according to the ISP.
- Logging documentation/time, notes, and mileage daily, accurately, and appropriately in the current waiver support software.
- Providing training and functional habilitative/support services to the consumer.
- Facilitating functional community integration including accompanying the consumer into the community to engage in recreational activities.
- Applying positive programming with non-invasive techniques.
- Participating in and completing required training courses (could be via different methods such as in-person, Zoom, or online through a learning management system), special activities, and staff meetings.
- Obtain and keep current CPR/1st Aide certification.
- Assisting in obtaining the necessary support to ensure continuity of services.
- Providing instruction, monitoring, prompting, and scheduling of daily activities/routines. This can include meal planning/prep, personal hygiene, maintaining a clean home environment, waking on time/following schedules, taking medication accurately, fiscal management, etc.

Qualifications:

- High school diploma or GED required (will need to provide a copy).
- Preferred 1+ years relevant previous work experience with public health, human services, or community service agency.
- Successful clearance of all background checks.
- Language skills, mathematical skills, reasoning ability apply (including reading, writing, interpreting documents/instructions, speaking effectively, calculating figures/amounts, basic algebra/geometry, practical problem solving).
- Current CPR/First Aid training.
- Working knowledge of technology and internet browsers.
- Personal & professional skills apply (including satisfactory personal grooming, voice control, genuine respect/concern, punctuality, confidentiality, appropriate dress).
- Ability to learn, grow, and evolve as a person.

Physical Demands:

- The physical demands of this job may include heavy lifting and moving to help individuals perform essential functions. While performing these duties, employees will use hand to finger, handle, or feel objects, tools, or controls; reach with hand and arms; climb or balance; stoop; kneel; crouch or crawl; talk or hear. The employee is frequently required to sit, walk, move about, or stand. Specific vision abilities required for this job are close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to focus. Noise levels can range from quiet to moderately loud.

Certification

I understand the description of this job and its essential functions as given above. I also understand all the duties are not described above, and I will perform those above and other related duties as directed by my supervisor and management.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Revised May 2025