

Direct Support Professional
Job Posting

Job Seeker,

Are you looking for a satisfying and worthwhile career? A career where you can help make the lives of others more meaningful?

Are you looking for an employer who will offer you, the employee, opportunities to advance your skills through training and tuition support programs?

If so, then I invite you to learn more about employment opportunities at Sherwood Autism Center!

Sincerely,

Laci Maltbie, CEO

Sherwood Autism Center's mission is to empower children and adults with autism and related disabilities to maximize their potential in family and community life. As a Direct Support Professional (DSP) you'll provide training, coaching and assistance for adults with developmental disabilities in all areas of their lives by incorporating activities that meet their unique goals and needs.

Sherwood's DSPs work successfully with others, communicate effectively, assure a safe and healthy environment, and advocate on behalf of the client's best interests.

ESSENTIAL JOB FUNCTIONS

Implements supports identified within the client's Individualized Support Plan: including, but not limited to, any Person Centered Plans (individualized goals), Special Diet plans/orders, Physician's orders and/or any other plan or document utilized to define the services for the client.

Provides training, coaching and assistance to clients in all areas of their lives, within the center and in the community: such as relationship & social skills, leisure activities, volunteerism, safety skills, transportation, personal hygiene (including, but not limited to, assisting or completing oral care, eating and restroom care).

Serves as a member of a support team: works successfully with other team members to provide quality supports for clients in the most effective and efficient manner possible. Communicates effectively and professionally with other team members. Recommends changes to the clients' service and their plans, as necessary. Remains current with required training.

Maintains accurate, professional and timely written records through various computer software and manual systems.

Ensures activities and operations are carried out in compliance with agency policies, procedures, protocols and philosophies: such as the Department of Mental Health (DMH), Occupational Safety and Hazard Administration (OSHA), Department of Labor (DOL), Health Insurance Portability and Accountability Act (HIPAA) and other regulatory and accreditation organizations.

JOB REQUIREMENTS

Each and every employee's prime job responsibility is to advocate on behalf of the best interest of our clients. The five Essential Job Functions in this job description are the duties of the job. This job description does not describe marginal functions or responsibilities that may also be part of this job. Essential Job Functions are subject to possible modification to reasonably accommodate individuals with disabilities. Employees must complete required trainings as by Sherwood upon hire and annually as needed.

- Current driver's license and proof of insurance is required.
- Must be at least 18 years of age.
- Valid and current Class E Driver's License and clean driving record as a Missouri resident or equivalent for Kansas residents.

EDUCATION

High School Diploma or equivalent required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee, will frequently physically assist clients as they require for mobility and balance. You will also need to kneel (i.e., bend legs at knees to come to a rest at knees and crouch by bending body downward and forward by bending legs and spine), stand/walk for extended periods of time, and climb stairs.

You must be able to exert up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently to support participants who require assistance with personal hygiene in restroom.

You must be able to drive a vehicle independently, including a 10-12 passenger bus.

Mental Demands

- Able to appropriately and effectively assist individuals during crisis situations.
- Ability to operate a computer with general skills including keyboarding, learning new software applications and programs as related to performing job functions.

Language Skills

- Ability to read, write, speak and communicate effectively in English.

- Able to effectively present information and respond to questions from clients.
- Must be able to perform detailed data collection, recording and reporting via handwriting and typing on computerized and manual systems.

Mathematical Skills

- Able to perform routine math functions, including purchases and balancing check register.

Reasoning Ability

- Able to problem solve, prioritize and plan in a variety of situations.
- Able to interpret a variety of instructions in written, oral, diagram or schedule form.

Scope of Authority

- No supervisory authority.
- Reports accidents/incidents to supervisor.

Sherwood Autism Center is an equal opportunity employer without regard to race, color, religion, national origin, ancestry, marital status, veteran status, age, disability, pregnancy, genetic information, citizenship status, sex, sexual orientation, gender identity or any other legally protected category.