

Parents for Community Living	Job Description	Primary Workplace: Residential/Respite/Day	Page: 1 of 2
Position Title: Direct Support Professional			
Effective: Dec./88 Revised: Jul 14/15, Mar 1/18, June 5/20	Job Status: Hourly Rated	Reports To: Program Supervisor	

Job Summary:

Reporting to the Program Supervisor, the Direct Support Professional accomplishes organization objectives by assisting those we support to build skills towards independence and foster community connections in accordance with person centered plans; following approved practices in accordance with the PCL mission, vision, core values and policies and procedures.

Job Specifications:

Qualifications:

Educational Requirements

- DSW Diploma
- A related University Degree or college Diploma or equivalent experience related to the field of developmental disabilities, social services etc.

Knowledge and Skill Requirements

1. Some direct experience working with developmentally challenged individuals or experience in a related field.
2. Ability to work independently, demonstrates initiative, and collaborates with team members to achieve outcomes and deadlines.
3. Current First Aid and CPR certification.
4. Current CPI certification.
5. Excellent verbal and written communication skills.

Competencies and Judgment:

Demonstrated competence and good judgment to:

- i. Exhibit self-control in handling emergencies, crises and challenging behavior.
- ii. Show flexibility in accommodating competing demands.
- iii. Exhibit resilience in challenging situations while maintaining excellent support.
- iv. Maintain confidentiality and act in accordance with the values and ethics of the agency, providing service in a caring and supportive manner

Job Duties:

Operational Responsibilities

1. Provide quality service by adhering to PCL standards for providing daily support to individuals living in our homes; ensuring unique physical, emotional, psychological, spiritual and developmental needs of each are met; fostering independence and following through with outcomes from person centered individual life/goal plans.
2. Assist in the development of person-centered life/goal plans with the individual supported and provide the necessary support and assistance required to assist that person to meet their goals. Revising as necessary in collaboration with the individual supported, Program Supervisor and co-workers.

3. Assist in the development of behaviour support plans as required and complete the necessary documentation to track progress to measure the effectiveness of the plan, behaviour changes and responses to interventions.
4. Provide crisis intervention as necessary following **approved** CPI techniques.
5. Advocate, in collaboration with, each individual supported to ensure their rights/dignity and personal needs are attended to.
6. Maintain contact with the Program Supervisor, other social service agencies and health care professionals through communication notes, emails, and phone calls and in person to provide information and obtain feedback on individual progress.
7. Participate as an active team member using creative problem-solving skills at staff team meetings and training sessions
8. Protect operations and people supported by keeping information confidential.
9. Complete required documentation for each individual supported according to PCL policies and Ministry requirements.
10. Complete documentation of home operations as directed by Program Supervisor and Services Director.
11. Complete daily housekeeping chores as outlined by the Program Supervisor and in keeping with PCL standards.
12. Read and sign off on all current, updated and new PCL Human Resource and Operational Policies and Procedures.
13. Follow all Health and Safety regulations according to recommendations from the Joint Health and Safety Committee and the related policies, procedures and plans of PCL.

Professional Responsibilities:

1. Advise your Program Supervisor of any changes in availability for scheduling at least two weeks in advance.
2. Encourage and support fellow staff team members by utilizing a creative, respectful and positive approach to meeting individuals' goals; assume personal responsibility for a positive, progressive, cohesive team approach.
3. Keep an accurate record of hours worked, recording these on the employee sign in sheet each time a shift is worked as well as submitting any changes to the Program Supervisor bi-weekly in advance of payroll submission day.
4. Contribute to the team effort by assisting in program operations in a cooperative and collaborative manner as needed and requested by your Program Supervisor and/or Services Director.
5. Maintain professional and technical knowledge by attending educational workshops; training sessions presented by PCL, external training opportunities and certifications as well as reviewing PCL policy and procedures on a regular basis and reviewing professional publications.

Accessibility Statement:

Parents for Community Living has an accommodation process in place for employees who require accommodation in accordance with PCL's Accessibility policy. Accommodations may include, but are not limited to, the provision of accessible formats and communication supports or the creation of individualized emergency response plans. Questions regarding the Accessibility Policy or accommodation process can be directed to your immediate supervisor.