



## JOB DESCRIPTION DIRECT SUPPORT PERSON

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**Job Title:** Direct Support Person  
**Supervisor:** Program Manager or Coordinator

### Minimum Requirements:

- US High School diploma or equivalent,
- Ability to read and comprehend English at the 8<sup>th</sup> grade reading level or above (successful completion of the TABE at an 8<sup>th</sup> grade reading level),
- Ability to lift/carry up to 44 lbs.,
- Ability to perform basic physical moves such as kneeling, reaching, crouching, bending, and twisting,
- CPR and First Aid certification,
- Valid driver's license
- Must meet and maintain Pace Certification requirements, as required for the position.

### Job Responsibilities:

#### Consumer Interaction

- Demonstrate kindness, courtesy, flexibility, responsiveness and consistency in meeting consumer needs,
- Assist consumers with activities of daily living and personal self care such as toileting, eating, grooming, bathing, dressing, etc...
- Assist consumers with planning and participating in activities of their choosing in the community, including transporting consumers to community activities,
- Actively engage consumers with meaningful activities through out their program day or evening,
- Demonstrate knowledge of each consumer's Individual Service Plan and the goals established for the current period,
- Assist consumers with working on individual goals as established in their service plans,
- Demonstrate daily efforts to assist consumers with learning skills needed for greater independence,
- Implement Glidepath curriculum, in accordance with the posted Curriculum Master Schedules,
- Demonstrate knowledge of individual behavioral approaches and behavioral tracking,
- Maintain direct and continuous supervision of consumers at the program site and on outings to ensure their safety and therapeutic well being at all times,

Anyone interested in applying for this position should contact Tami Homan at [thoman@search-inc.org](mailto:thoman@search-inc.org) or call 773.305.5000 ext. 28

- Provide consumers with supportive counseling, conflict resolution and problem solving assistance on an on-going basis and at times of crisis.
- Assists consumers with medication and maintains documentation in accordance with DHS Rule 116 (Supported Living Program),

#### Cleanliness and Order

- Maintain the physical environment, grounds, and vehicles according to Search standards for cleanliness and order on a daily basis,
- Demonstrate knowledge of, and follow, established cleaning schedules at your assigned work site,
- Demonstrate knowledge and consistent usage of the proper cleaning products and materials for assigned cleaning tasks,
- Demonstrate respect for program materials and furnishings.

#### Administrative/Professional

- Support the Mission Statement and agency values of Search,
- Present yourself in a professional manner as a representative of Search to family members, guardians, community members, and representatives from affiliated agencies,
- Maintain compliance with personnel policies as stated in the employee handbook,
- Demonstrate an understanding of the Corporate Compliance policy including the employee work rules and state/federal regulations related to services provided by Search,
- Maintain daily documentation and recordkeeping on consumer progress on goals established in their service plans,
- Complete incident reports according to policy,
- Follow vehicle safety procedures including completing vehicle maintenance reports as requested,
- Demonstrate basic computer proficiencies,
- Complete other duties as assigned by your supervisor.

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