



JOB DESCRIPTION

Lead Direct Support Professional

Position: Lead DSP
Site: Learning Program
Supervisor: Adult Learning Program Manager

Minimum Requirements:

- US high school diploma or equivalent,
- One year experience working at Search,
- Ability to lift/carry up to 44lbs.,
- Ability to perform basic physical moves such as kneeling, reaching, crouching, bending and twisting,
- CPR/FA Certification,
- Valid driver's license and proof of insurance,
- Meet and maintain Pace requirements, as required by the site,
- Computer proficiencies.

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 throughout their program day or evening,
- Actively engage consumers with meaningful activities throughout their program day or evening,
- Demonstrate knowledge of each Individual Service Plan and the goals established for the current period and 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,
- Responsible for daily implementation of Glidepath Curriculum, in accordance with the posted Curriculum Master Schedules,
- Demonstrate knowledge of individual behavioral approaches and behavioral tracking,

Anyone interested in applying for the position should email Ai Hashinoguchi at ahashinoguchi@search-inc.org or call 773.305.5000 ext.37 no later than 10/26/18.

- Facilitate regular Consumer Council meetings and ensure issue resolution,
- 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,
- Provide consumers with supportive counseling, conflict resolution and problem solving assistance on an on-going basis and at times of crisis.

Cleanliness and Order:

- Ensure that the physical environment, grounds, and vehicles are maintained according to Search standards for cleanliness and order on a daily basis,
- Demonstrate knowledge of, and manage, 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,
- Serve as a mentor and demonstrate positive leadership qualities with coworkers,
- Direct the efforts of assigned Direct Support Persons to ensure active treatment and documentation requirements are met on a daily basis,
- Complete assessments, progress notes, and goal sheets for assigned consumers in a timely manner,
- Contribute and participate in service planning for assigned consumers,
- Assist the site coordinator with on-the-job training for new employees,
- Complete emergency drills, quarterly site reviews, and water temperatures logs according to schedule,
- Maintain compliance with personnel policies as stated in the employee handbook,
- Demonstrate an understanding of the Corporate Compliance policy including 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,

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- Work cooperatively with Search colleagues, encouraging teamwork, respecting differing viewpoints and demonstrating the ability to solve problems creatively,
- Participate in quarterly audits of the site, as assigned, including environmental and documentation,
- Other duties as assigned.

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