



**JOB POSTING – Post until 10/8/18**  
**MEDICAL SERVICES DIRECT SUPPORT PERSON**

---

**Job Title:** Medical Services Direct Support Person (DSP)  
**Supervisor:** Clinical Services Division Manager  
**Site:** Kensington, alternate sites as needed  
**Schedule:** 40hours/Full time, Monday - Friday

**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,
- Must have reliable transportation and proof of vehicle insurance,
- DSP trained and on the Health Care Worker Registry preferred.

**Job Responsibilities:**

- Demonstrate kindness, courtesy, flexibility, responsiveness and consistency in meeting individual needs,
- Assist individuals with activities of daily living and personal self care such as toileting, eating, grooming, bathing, dressing, etc.,
- Assist with scheduling of on-site and off-site medical appointments,
- Assist and/or transport individuals to off-site (community) and on-site medical appointments, as needed, to ensure compliance with Rules 115 and 116.
- Screen requests for consultation or medical emergencies that arise with individuals in supported living and adult learning programs,
- Assist Medical Services staff during medication check-in, audits, medical file reviews,
- Enter information into the online databases, assist with documentation, filing, and preparation and prepare training materials as requested by the Division Manager,

**Interested applicants should contact Ai Hashinoguchi at [ahashinoguchi@search-inc.org](mailto:ahashinoguchi@search-inc.org) or 773.305.5000 ext. 37 no later than 10/8/18.**

- Attend and participate in personal planning meetings, as requested,
- Functions as a liaison between the selected health care organizations (hospitals, clinics, home health and visiting nurses, etc.) that provide all routine and emergency care for program individuals,
- Facilitates communication, teamwork and cooperation by attending regular staff meetings, rotating between ALP sites to support the medical services team, problem solving within the work site as it relates to other agency programs, individuals, their guardians and or families, and the community.
- Reviews quarterly program statistics in order to ensure effective service implementation and the identification of additional needs when requested by Division Manager.
- Maintain direct and continuous supervision of individuals in the medical services office and during community medical appointments to ensure their safety and well-being at all times,
- Participate in assigned committees including but not limited to Medical Services,
- Provide individuals with supportive counseling, conflict resolution and problem solving assistance as needed,
- Assists individuals with medication and maintains documentation in accordance with DHS Rule 116 (Supported Living Program),
- 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, and safety and program policies as stated in the Safety Manual and P&P manual,
- Demonstrate an understanding of the Corporate Compliance policy including the employee work rules and state/federal regulations related to services provided by Search,
- 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.

#### 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,

**Interested applicants should contact Ai Hashinoguchi at [ahashinoguchi@search-inc.org](mailto:ahashinoguchi@search-inc.org) or 773.305.5000 ext. 37 no later than 10/8/18.**

- Demonstrate knowledge and consistent usage of the proper cleaning products and materials for assigned cleaning tasks,
- Demonstrate respect for program materials and furnishings.

**Interested applicants should contact Ai Hashinoguchi at [ahashinoguchi@search-inc.org](mailto:ahashinoguchi@search-inc.org) or 773.305.5000 ext. 37 no later than 10/8/18.**