



JOB DESCRIPTION

Lead Direct Support Professional

Position: Lead Direct Support Professional (DSP)
Department: Supported Living Program
Supervisor: Program Manager or Coordinator

Minimum Requirements:

- US High School diploma or equivalent,
- Preferred, one year experience working at Search,
- 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 and proof of insurance,
- Must meet and maintain the Pace certification, as required by the site

Job Responsibilities:

Individual Interaction

- 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 individuals with planning and participating in activities of their choosing in the community, including transporting them to activities,
- Actively engage individuals with meaningful activities through out their program day or evening,
- Demonstrate knowledge of each individual's Individual Service Plan and the goals established for the current period,
- Assist individuals with working on individual goals as established in their service plans,
- Demonstrate daily efforts to assist individuals with learning skills needed for greater independence,
- Demonstrate knowledge of individual behavioral approaches and behavioral tracking,
- Facilitate regular Individual Council meetings and ensure issue resolution,
- Maintain direct and continuous supervision of individuals at the program site and

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on outings to ensure their safety and therapeutic well being at all times,

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

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, the 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 co-workers,
- 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 individuals in a timely manner,
- Contribute and participate in service planning meetings for assigned individuals,
- Assist the site coordinator with on-the-job training for new employees,
- Manage menu planning, grocery shopping, supply ordering, medication ordering, and personal shopping activities,
- Manage the individual trust funds, petty cash, Link cards, and attendance tracking according to policy,
- Complete emergency drills, quarterly site reviews, and water temperature logs according to schedule,
- 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

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- Search,
- Maintain daily documentation and recordkeeping on individual 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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