



Advancing Abilities

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Job Title:	Direct Support Professional	Job Category:	Support
Department/Group:	Day Habilitation	Job Code/ Req#:	
Location:	Casper, WY	Travel Required:	No
Level/Salary Range:	\$9.50/Hr	Position Type:	Full -Time
HR Contact:	Rick Lamotte	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: (307) 333-5073 or Rick Lamotte Subject Line: Attention: HR Department		Mail: Rick Lamotte Advancing Abilities P.O. Box 40110 Casper, WY 82605	
Job Description			
<p>MINIMUM QUALIFICATIONS: 18 years of age or older, High School Diploma or equivalent required. Experience working with individuals with a developmental disability and a valid driver's license, good driving record, and current insurance preferred. No experience required and we will train the right person</p> <p>REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:</p> <ul style="list-style-type: none"> • Good communications skills in communicating with service participant, families, and others (e.g., listening, speaking) • Ability to engage in service participant hygiene, manages behavior problems, and meets other challenges • Ability to handle sensitive issues while working with service participants • Ability to be honest, reliable, dependable, and professional at all times • Ability to exercise patience, understanding, creativity, and flexibility • Ability to work well with others as a team <p>MINIMUM PHYSICAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • Lifting and moving (e.g., adult service participant from wheelchair to bed) • Lift a minimum of 50 lbs. • Pulling (e.g., van doors, wheelchairs into elevators) • Pushing (e.g., wheelchairs) 			



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- Flexing (e.g., reaching)
- Bending and crouching

OTHER CONDITIONS OF EMPLOYMENT: All potential employees must pass a complete background check. All employees must be CPR/First Aid, MAR (Medication Assistance Record), and MANDT certified. All employees will be “pre-employment” drug tested and subject to random drug testing. Refusal by employee to take a requested drug test will be grounds for dismissal.

JOB OBJECTIVE: To support developmentally disabled individuals in their development of basic living and social skills with the primary goal of integrating them into the community to the best of their ability.

DUTIES:

1. Provides training and assistance to service participants in all facets of their daily living. This assistance requires the ability to lift without restriction and provide participants with physical direction as needed. Help to develop service recipient’s basic living skills (e.g., social, domestic, and hygiene) through instruction and encouragement.
2. Ensures implementation of Individual Plans of Care (POCs) and documents outcomes accurately and in a timely fashion. Assist and document the development and implementation of long and short-term goals for service recipient, as developed by the participants Support Team under the supervision or direction of the Day Habilitation Manager/Coordinator.
3. Responsible for medication assistance and record keeping. Must maintain service participant’s Medication Records and adhere to policies and procedures relevant to medication assistance.
4. Develop and maintain a positive and effective relationship with service recipients, families, staff, administration, case management, and other service providers and assist in coordinating with any and all their needs concerning service recipients.
5. Perform or assist service participant with personal hygiene, basic domestic duties, participation in leisure and recreational activities as needed (e.g., bathing, brushing teeth, shaving, nail clipping, dressing, bodily functions, and service recipient appearance). Personal care services that are assigned by a health professional may include observation, reporting and documentation of changes in the status of the person or in body functions. This may include reading and recording the persons temperature, pulse and respirations and other needed personal care services.
6. Maintain records and complete paperwork as required by the State of Wyoming Behavioral Health Division Developmental Disabilities Section.
7. Adhere to service participants Plans of Care.
8. Maintain a safe environment for the service participant.
9. Maintain current certifications as required by the State of Wyoming Behavioral Health Division Developmental Disabilities Section and the service participants Plan of Care. (e.g., CPR, First Aid, MARS, and all other required by Advancing Abilities policies and procedures, or service participants specific needs).
10. Keep update with current Advancing Abilities policies and procedures.
11. Performs all job duties with Advancing Abilities mission, vision, and values in mind.
12. Performs other duties as assigned by the immediate supervisor
13. Maintains and adheres to Advancing Abilities Code of Conduct, ethics, and HIPAA confidentiality