

The Arc of Harrisonburg and Rockingham
Job Description
Direct Support Professional – Center-based Day Support Program

Reports to: Director of Day Support Programs
Transportation Coordinator for transportation-related matters

Classification: Full-time, non-exempt

Duties

Direct Support Professionals will provide *person-centered support* to each assigned program participant as follows:

- Know each participant's history, prior experience, special needs, medical issues and response protocols (if applicable), emergency contacts, ISP-defined skill builders/outcomes, behavior plans (if applicable), and all information contained in the annual profile.
- Design age appropriate tasks and activities that facilitate the development of ISP-defined skills builders and outcomes.
- As tasks are mastered, develop new tasks and activities to continue the development of ISP-defined skills and outcomes.
- Facilitate independence in participants by encouraging and teaching them to perform specific tasks with appropriate prompts and supports.
- Create daily service plans for each participant, based on ISP-defined skills and outcomes, and according to the schedule for the day.
- Work consistently in designated tables/areas with assigned participants, implementing the daily service plans.
- Manage participant behaviors as per agency and human rights requirements and participant behavior plans (if applicable).
- Encourage meaningful participant-chosen activities.
- Encourage participation and community inclusion through appropriate community outings and volunteer opportunities.
- Maintain documentation, including clear and specific progress notes, daily service plans, medication administration, work activity logs, check-in/check-out logs, and visits by case managers.
- Immediately inform the Director of Day Support Programs of any incidents arising with participants or staff.
- Know and abide by all confidentiality and human rights regulations.
- Participate in periodic case conferences, staff meetings, and quarterly and annual ISP meetings.
- Keep notebooks up to date with current year and most recent three years of information, and give past years to the Administrative Director to archive.
- Complete professional development activities as required.
- Other duties as assigned.

Qualifications and Requirements

- Knowledge of and commitment to the mission of The Arc of Harrisonburg and Rockingham.
- A minimum of a high school diploma or GED.
- Ability to work with participants in a person-centered way.
- Ability to work effectively with other staff members, case managers, residential programs, family members, and other stakeholders.
- Availability to work scheduled shifts without tardiness or excessive absences.
- Clean driving record and availability to drive morning and afternoon transportation routes.
- Ability to pass background checks.