

**INTEGRATED SUPPORTS FOR LIVING, INC**  
**Job Description**

<b>JOB TITLE</b>	<b>Life Coach- Direct Support Professional I</b>
<b>REPORTS TO</b>	Program Manager
<b>DEPARTMENT NAME</b>	All
<b>PAY GRADE</b>	PG-100
<b>DATE REVISED</b>	August 11, 2017

**PRIMARY PURPOSE**

This position is responsible for providing direct support, positive direction, and assistance to individuals with intellectual or developmental disabilities in accordance with program policies and procedures, personal outcome measures consistent with the financial and strategic goals of the organization and in support of IS Living’s goal to ensure that each individual we provide services to is afforded every opportunity possible to live their lives in a way which maximized their autonomy.

**IS LIVING CORE COMMITMENTS:**

- Be effective, accept responsibility and pursue competence;
- Offer quality, ethical and professional service that is transparent and appropriate;
- Be responsive, flexible, respectful, welcoming and professional in your communication and relationships;
- Offer enriching experiences through imagination and creativity that promotes both autonomy and comradery.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop and maintain positive, effective and respectful relationship with individuals served, their families, case management, organizational staff and administration, and all other stakeholders.
- Assist in the development of and comply with the individual support plans developed for each client.
- Maintain a clean, safe, and professional environment, free from abuse and harassment.
- Reports and/or documents routine and unusual events including completing daily logs, event reports, ISP data sheets, and other necessary reports in a concise, understandable and legible manner.
- Assists individuals with fiscal management while safeguarding their funds, including completing budget process and assisting people with spending choices.
- Maintains and expands skills and knowledge relevant to providing high quality professional support and services. Attend all required trainings, activities and meetings.
- Transport clients in a safe manner according to policy and procedure.
- Maintain open communication and cooperative work effort with Program Manager and other staff to assure quality and continuity of support to individuals served.

**OTHER DUTIES AND RESPONSIBILITIES**

- Accepts and completes other duties as assigned.
- Assist the Program Director and Program Manager as requested and assigned.
- Assist Administration as requested and assigned.
- Provides coverage for other DSP’s as requested and assigned

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

- High school graduate or equivalent.
- 18 years of age or older.
- Valid driver’s license in good standing.
- Successful clearance of local and or state background checks.
- Negative pre-employment and active employment drug screenings.
- Experience with people with intellectual and developmental disabilities preferred.
- Must be proficient in speaking, reading and writing in English

**SAFETY SENSITIVE RESPONSIBILITIES**

**A. This position is responsible for performing duties defined under Oregon Department of Health and Human Services licensing, certifications and endorsements:**

Yes                      No                     

**PHYSICAL DEMAND**

**A. The physical effort typically applied in this job includes:**

Lifting                       Pulling                       Reaching                       Manipulating  
 Carrying                       Pushing                       Shoveling                       Keying/typing  
 Other (specify)

**B. Check the box that best reflects the amount of effort typically applied and the frequency of application:**

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.		X		
Between 1 & 5 lbs.		X		
Between 5 & 25 lbs.		X		
Between 25 & 60 lbs.		X		
More than 60 lbs.	X			

**C. The effort reflected in the above chart is typically applied in the following work positions:**

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input checked="" type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input type="checkbox"/> Other (specify)		

**MENTAL OR VISUAL DEMAND**

Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications.

**WORKING CONDITIONS**

**A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area:**

<input type="checkbox"/> Dust	<input type="checkbox"/> Dirt	<input type="checkbox"/> Heat	<input type="checkbox"/> Cold
<input type="checkbox"/> Fumes	<input type="checkbox"/> Noise	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input checked="" type="checkbox"/> None			

**B. The statement below best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above:**

The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.

**ATTENDANCE**

Compliance with general company standards is required.

**SAFETY**

Compliance with general company standards is required.

**FLSA STATUS**

Non-exempt

**EEO CLASSIFICATION:**

	Executive/Senior Level Officials		Administrative Support Workers
	First/Med-Level Officials & Managers		General Labor
	Professional		Technical
	Operative		Craft
	Sales	x	Service Worker