

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

<b>JOB TITLE</b>	<b>Direct Support Professional I- Crew Leader</b>
<b>REPORTS TO</b>	Service Manager- Contract Services
<b>DEPARTMENT NAME</b>	All
<b>PAY GRADE</b>	PG-300
<b>DATE REVISED</b>	November 22, 2016

**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; and personal outcome measures.

**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.
- 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.
- Provide training and/or supervision to work and/or participate in community activities or work opportunities, per client ISP or contracts.

- **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.

**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:**

Sitting                       Standing                       Walking  
 Stooping                       Bending                       Confined  
 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

**12. SIGNATURES & DATES -** The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements. **NOTE:** Because jobs change, management reserves the right to add to or change the duties of the position at any time.

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Manager</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>

# **\*\*FOR INTERNAL USE ONLY\*\***

*Please insert "X" or "NA" in the corresponding box:*

<input type="checkbox"/> Picture (Headshot)	Date Completed _____	Initials _____
<input type="checkbox"/> Badges	Date Completed _____	Initials _____
<input type="checkbox"/> Handbook	Date Completed _____	Initials _____
<input type="checkbox"/> Business Cards	Date Completed _____	Initials _____
<input type="checkbox"/> Email Address	Date Completed _____	Initials _____
<input type="checkbox"/> Computer (Select from below)		
<input type="radio"/> Laptop	Date Completed _____	Initials _____
<input type="radio"/> Desktop	Date Completed _____	Initials _____
<input type="checkbox"/> Log-In ID	Date Completed _____	Initials _____
<input type="checkbox"/> Phone (Select from below)		
<input type="radio"/> Cell	Date Completed _____	Initials _____
<input type="radio"/> Personal	Date Completed _____	Initials _____
<input type="checkbox"/> Keys (indicate what key are for below)		
<input type="radio"/> _____	Date Completed _____	Initials _____
<input type="radio"/> _____	Date Completed _____	Initials _____
<input type="radio"/> _____	Date Completed _____	Initials _____
<input type="radio"/> _____	Date Completed _____	Initials _____
<input type="checkbox"/> Security Code	Date Completed _____	Initials _____
<input type="checkbox"/> Training (Select all that apply from below):		
<input type="radio"/> Relias	Date Completed _____	Initials _____
<input type="radio"/> OIS	Date Completed _____	Initials _____
<input type="radio"/> FS/BSP	Date Completed _____	Initials _____
<input type="radio"/> Core Competencies	Date Completed _____	Initials _____
<input type="radio"/> Other _____	Date Completed _____	Initials _____
<input type="checkbox"/> Workstation	Date Completed _____	Initials _____
Fuel Code	Date Completed _____	