

INTEGRATED SUPPORTS FOR LIVING, INC
 Job Description

JOB TITLE	Community Coach- Direct Support Professional - I
REPORTS TO	Program Manager
DEPARTMENT NAME	All
PAY GRADE	PG-100
DATE REVISED	July 25, 2017

PRIMARY PURPOSE

This position is responsible for providing direct support, positive direction, and assistance to individuals with intellectual or developmental disabilities or individuals who have had a brain injury, in accordance with program policies and procedures; and personal outcome measures with a goal providing each client with 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, residential notebooks, and other necessary reports in a concise, understandable and legible manner.
- Assists individuals with fiscal management while safeguarding their funds, including assisting people with spending choices as well as assisting in the purchasing process and insuring that receipts are collected when making purchases.
- 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

- Attend and participate in ongoing professional training as required.
- Observe a consistent, regular and approved work schedule and effectively communicate any variations.
- Is courteous, punctual and professional in all aspects of performing the duties of their position.
- Perform other duties as assigned including providing coverage to other Direct Support Professional within the Career Services Division for which training has been provided.
- Assist the Program Director and Program Manager 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:

<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

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 _____	