

EDWIN GOULD SERVICES FOR CHILDREN AND FAMILIES

JOB POSTING

JOB TITLE: Direct Support Professional

DEPT: Residential Services

LOCATION: Various Sites

REPORT TO: Program Manager or Coordinator

SUMMARY

Provide care and supervision of consumers, assisting in all areas of physical care and hygiene and basic activities of daily living. Other duties include general housekeeping assignments, accompanying residents to appointments, engaging children in social and recreational activities and assisting in emergencies.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. It does not limit the assignment of related duties not mentioned..

JOB RESPONSIBILITIES

Conducts activities set forth in the treatment plan that engage consumers in setting and achieving goals appropriate to their developmental level. (*D/E/N)

Institutes measures to ensure the safety and security of consumers; checks to ensure that the residential home is secure; monitor the living environment for potentially dangerous conditions, i.e., building safety problems, public health violations) and reports these immediately; assists in eliminating safety and security problems. (*D/E/N)

Performs or assists in the performance of personal hygiene tasks (i.e., bathing, shaving and brushing teeth). (*E)
Prepares and serves meals as appropriate; assists consumers as necessary in selecting foods and eating. (D/E)

Maintains a clean and orderly environment; cleans and vacuums/mops consumers' rooms, activity areas and other public areas; launders, inventories and arranges clothing and possessions in drawers and closets. (*N)

Conducts basic shopping activities, including food, clothes and other items necessary to support consumers. (*D).
Accompanies consumers to and from activities, consult appointments, i.e., emergency medical facilities. (D/E/N)

Monitors, responds to and records consumers' physical and emotional conditions i.e., vital signs, weight, signs of agitation; administers simple first aid treatments for common, simple conditions as needed. (*D/E/N)

Documents the behavior and activity of consumers; keeps logs updated; writes non-technical reports. (*D/E/N)

Actively participates in in-service and mandated training programs to increase knowledge and upgrade skills. (*D/E/N)

QUALIFICATIONS AND REQUIREMENTS

High School Diploma or GED equivalent required; Six months experience performing similar duties or as a certified Nurse Assistant preferred; Excellent interpersonal and communication skills; Ability to work effectively as a member of a team; Ability to relate effectively with consumers of different developmental levels and diverse backgrounds; A valid driver's license; must complete all required trainings and certifications such as AMAP, SCRIP-R, First-aid, CPR as well as orientation training within the first 90 days of hire.

***D/E/N – Day, Evening, Night**

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POSTED 01/23/2007