

**THE ARKK GROUP LLC
POLICIES AND PROCEDURES**

SUBJECT	DIRECT SUPPORT PROFESSIONAL-(D-2)					POLICY # 410-D-2	HUMAN RESOURCES DOCUMENT	
EFFECTIVE DATE	JULY 23, 2012	PAGE	1	OF	2	PAGES	REVISION DATE	REGULATION 12 VAC 35-105-410-D-2

GENERAL STATEMENT OF RESPONSIBILITIES:

The Direct Support Professional shall be responsible for implementing the day-to-day needs of each individual receiving support under the license of The Arkk Group LLC. This is a Non-Driving position and will only require assistance to the DSP (1) while in the home and out in the community. The Direct Support Professional shall provide learning and support for individuals who have an intellectual disability in both residential and community based environments. Direct Support Professional will also assist with the implementation of Individual Support Plans, and provide learning and support in areas of domestic skill building, community skill building, money management, personal care, cooking, cleaning, community integration activities and Behavior Intervention. Direct Support Professional shall also have knowledge of the basic medical aspects concerning individuals with intellectual disabilities to include but not be limited to medication administration, CPR / First Aid, lifting, transferring, bathing and meet all certification requirements needed to execute the necessary job duties. Direct Support Professional will require the ability to work with various levels of intellectual disabilities that individuals may have. This position also requires knowledge of DBHDS Guidelines and Regulations, and the Office of Human Rights Regulations. Additionally other responsibilities and duties include the implementation of Individual Support Plans, ISP Checklist and implementing individual supports. This position will be supervised by the Program Administrator.

MAJOR DUTIES:

- ✚ Provide support and learning opportunities for individual's receiving supports.
- ✚ Adhere to State licensure, and human rights regulations and guidelines.
- ✚ Maintain effective quality supports, and appropriate staffing for individual's receiving supports.
- ✚ Maintain current, accurate, and appropriate individual records and other relevant documentation involving individuals and programming.
- ✚ Provide the proper behavioral intervention for individuals.
- ✚ Treat all individuals receiving supports with dignity and respect at all times.
- ✚ Provide input regarding the provision of supports for individual's receiving supports.
- ✚ Assist the DSP(D-1) with transporting individuals to various community sites.
- ✚ Maintain and renew all First Aid and CPR training and other required certifications necessary to carry out program supports.
- ✚ Maintain an environment that implements quality health and safety management standards to protect the health, safety and welfare of individuals.
- ✚ Adhere to all The Arkk Group LLC program policies and procedures
- ✚ Provide and maintain the safe storage and administration of individual medications
- ✚ Maintain knowledge of current supports by attending workshops / trainings / conferences
- ✚ Assist individual with fiscal needs budgeting, banking, making purchases
- ✚ Maintain confidentiality and security of individual service records
- ✚ Lifting a minimum of 25 pounds
- ✚ Assist with transferring and bathing individuals

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QUALIFICATIONS:

- ✚ High School Diploma and 1-2 years of work experience with individuals who have been diagnosed with an intellectual disability.
- ✚ Satisfactory Criminal Records Background Check and Child Registry Background Check

KNOWLEDGE OF:

- ✚ Behavior intervention techniques (Physical Intervention Training)
- ✚ Individual Support Plans
- ✚ Supports Intensity Scale (SIS) or the Checklist of Adaptive Living Skills (CALs) and any other approved assessments
- ✚ DBHDS and Human Rights Licensure Policy and Procedures

SKILLS IN:

- ✚ Supervising individuals with a wide variety of support needs
- ✚ Written, oral and interpersonal communication
- ✚ Implementing Individual Support Plans and behavioral intervention plans
- ✚ Implementing program supports with outside agencies, organizations and professionals
- ✚ Maintaining professional ethical standards
- ✚ Meeting certification requirements in First Aid, CPR, Medication Management, Behavioral Intervention, etc.