



TITLE: Primary Direct Support Professional

Description of Work:

Assist the Program Director with general administrative duties and overall program management.

Provide direct care services to the clients including assisting in maintaining a clean, safe living environment, meal preparation and supervising, training and assisting the clients in every aspect of their life.

Work at this level is categorized as general service and entry level administrative.

Responsibilities:

The Program Director directly supervises this position.

Examples of Duties Performed:

- Assist the Program Director in administrative duties and program development which may include, but is not limited to:
 - Staff scheduling
 - Reviewing payroll and timesheets
 - Recording client information from referrals
 - Filing and record-keeping for licensing reviews
 - Program and activities schedule
- Provide an atmosphere that will stimulate resident's development of self-confidence and self-worth.
 - Maintain a clean, safe, and well-maintained environment in the resident living areas and staff areas.
 - Oversee resident domestic responsibilities, educating and assisting them as needed to promote self-worth.
 - Verbally communicate with residents in a supportive and positive fashion throughout daily interactions.
 - Assist residents as needed for appropriate hygiene.
- Be responsible, as the Primary Direct Support Professional on duty, for residents including program development, daily goal work, and proper documentation.
 - Discuss and provide skill-building techniques for issues concerning the residents as they occur.
 - Assist residents in completing designated goals and objectives as outlined in the resident's individual care plans and reviews.
 - Be involved in providing services as CSSP documentation has identified with implementation of Supports to assist with individuals chosen Outcomes.
- Be active with residents at all appropriate times, stimulating positive social interactions.
 - To act as an appropriate role model for residents and staff.
 - Assist residents and staff in implementing recreational and programmatic aspects of scheduled shifts.

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- Provide education and assistance to residents in managing resident's personal funds.
 - Assist residents in filling out any needed form for application for M.A., S.S.I., G.A. or requested assistance forms.
 - Assist with resident's personal funds so to meet personal needs on a monthly or weekly basis.
 - Assist with residents developing a plan pay or defer any previous bills being billed for.
- Complete daily, weekly, quarterly and annual documentation for all residents.
 - Complete daily logs, medication charts, accident/incident reports and fire drills.
 - Complete all programming documentation for all residents.
- Provide a positive, supportive atmosphere toward residents and other staff.
 - Maintain a clean, safe and well-maintained environment in resident living and staff areas.
 - Oversee resident domestic responsibilities, educating and assisting them as needed to promote self-worth.
- Maintain open and honest communication with the Program Director and other staff, promoting the concepts of teamwork and support.
 - Keep Program Director informed of all significant resident issues.
 - Communicate resident needs, program and household information via staff communication notes.
- Demonstrate, uphold and support the policies, procedures and philosophy of this facility and organization.
 - Understand and utilize the Policy and Procedure Manual on an ongoing basis.
 - To follow all the procedures listed in the policy handbook.
- Participate in all training necessary to staff in this position as specified by policy and the Program Director.
 - Attend all scheduled staff meetings and mandatory trainings.
 - Attend and participate in total number of required training hours per year (see policy manual).
- Performs related work as required.

Knowledges, Skills and Abilities:

- Demonstrated written, oral, and computer skills.
- Sensitivity to the needs of persons with disabilities.
- Ability and willingness to work cooperatively with others.
- Ability to assist the Program Director with on-call responsibilities.

Minimum Education and Experience:

- 18 years of age or older
- Must possess a High School Diploma or Equivalent
- Must have at least 6 months of work experience at the current program(s).
- Must maintain a "3 – Meets Expectations" or higher in all areas on the Annual Employee Performance Evaluation.

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I acknowledge that I have read and understand this document.

Date of Hire

First Date of Direct Contact

Signature

Date