

## Direct Support Professional

A Bios Direct Support Professional (DSP) has the privilege and responsibility of assisting people with developmental disabilities in achieving full citizenship in their communities. This is accomplished by providing supervision, training and assistance with socialization, education and other skills needed in community living and recreational environments. Bios employees are charged with creating a safe and integrated living environment that is comparable to living environments of people without disabilities. Bios Direct Support Professional will work directly under the supervision of a House Supervisor or Program Manager and each program will have a plan specific to the individuals being served.

Qualifications: Must be at least 18 years of age

Must have valid driver's license and current auto insurance

Must have clear criminal history record

### Job Description:

1. Bios DSP maintain compliance with all Bios policies and procedures.
2. A DSP maintains excellent knowledge of the people served and their programs
3. A DSP maintains all training required by state agencies and as outlined in the program(s) of each person served and provide records of all training to Bios Corporation.
4. Follow program plan as written, completing all documentation associated with the program including but not limited to progress notes, data collection, incident reports, medication documentation, time sheets, recaps, mileage documentation, etc.
5. Provides safe, healthy and clean environment, and manages activities of daily living;
6. Provides transportation as needed to community activities, etc. (must retain reliable transportation and insurance at all times);
7. Teach/Assist with food management, meal planning, cooking, budgeting, money management, and value buying in relation to clothing, food, and personal property;
8. Assists in maintaining the health of people served as outlined in the program and Bios Policy and Procedure;
9. Assists in creating meaningful days for people served by organizing; household, community, vocational, recreational and leisure activities.
10. Maintains Operations by using proper channels in reporting problems, maintaining equipment, assisting with general environmental maintenance (e.g., plumbing, electrical, lawn, snow shoveling, etc.), preparing meals, monitoring/auditing funds, and maintaining accounts/budgets for food, fuel, telephone, etc.;

11. All Bios DSPs are charged with maintaining current certification in CPR, MAT and First Aid. All Bios DSPs are charged with maintaining all training required by local, state and federal guidelines.
12. Bios DSPs are charged with performing other duties and tasks as assigned by the individual's House Supervisor and Program Manager or any Executive Officer.