



# Direct Support Professional

## Full-Time/Part-Time/Relief Openings

Direct Support Professionals are responsible for providing support, guidance and assistance to individuals with developmental disabilities served by Arc of Onondaga. This position is also responsible for providing hands-on assistance, instruction, and guidance, while implementing individuals' plans, goals, and objectives to attain independence and integration in the community.

### Requirements

1. Provides hands-on assistance, instruction, guidance, training and supervision on an individual, small, or large group basis to individuals with developmental disabilities in various settings as your first allegiance is to the person you support. All other activities and functions you perform flow from this allegiance.
2. Respect the human dignity and uniqueness of the people you support. Recognize each person you support as valuable and help others understand their value.
3. Acts as a member of the integrated team, providing feedback, suggestions, etc for program plans. Assists, as requested, in assessment and evaluation of individual's needs and abilities.
4. Assists in providing a safe environment for the individuals served, through timely reporting of facility or equipment maintenance or replacement needs, as well as participating in building evacuation or fire drills. Helps maintain a sanitary environment of assigned unit, by performing cleaning responsibilities, and routine practice of infection control procedures.
5. Support the emotional, physical, and personal well-being of the individuals receiving support. Encourage growth and recognize the autonomy of the individuals receiving support while being attentive and energetic in reducing their risk of harm.
6. Assists program participants with personal care and hygiene needs as needed, including but not limited to: toileting, dining, showering, dressing, and grooming. Demonstrates appropriate techniques in all physical interactions or interventions including lifting, transferring, positioning or restraining.
7. Meets all recordkeeping and documentation requirements. Establishes and provides clear and legible documentation and compliance records required by Arc and other government agencies. Safeguard and respect the confidentiality and privacy of the people you support.
8. Plans, coordinates and participates in social, recreational, and community activities. Promote and practice justice, fairness, and equity for the people you support and the community as a whole. Affirm the human rights, civil rights and responsibilities of the people you support.
9. Operate motor vehicles as assigned required for agency operations. Provide automobile or van transportation for individuals and/or accompany them on trips using public transportation.
10. Must interact positively with families, service coordinators, and other outside providers while assisting individuals served in developing and maintaining relationships. This includes representing the agency in a positive manner.

11. Advocate with the people you support for justice, inclusion, and full community participation. Assist the people you support to direct the course of their own lives.
12. Provide crisis intervention for assigned individuals. May provide emergency home contact
13. As required, establishes and maintains controls for health needs including administering authorized and required medications. May be required to accompany participants to seek medical attention on either an emergency or planned basis.
14. Teaches participants' life skills related to all aspects of their lives which may include money management, shopping, and tasks required to maintain a home when applicable to encourage growth and recognize the autonomy of the individuals receiving support.
15. Obtains Medication Administration Certification within first 90 days of employment when assigned to the Community Residential Services Division. Failure to do so, without a signed exemption, will require a transfer to a position that does not require Medication Administration Certification or termination
16. Must have some degree of flexibility to work at different hours of the day or at alternate locations to meet the needs of those served which might include 24 hour / 7 day per week coverage.
17. Supports the Goals and Mission of Arc of Onondaga County. Also support the mission and vitality of your profession to assist people in leading self-directed lives and to foster a spirit of partnership with the people you support, other professionals, and the community.
18. Expected to conduct all agency business and complete job responsibilities in accordance with agency Code of Conduct and Corporate Compliance Plan.
19. Attends and participates in required Arc meetings, staff development and training programs.
20. Provides other job-related support and services as required or assigned by management.

## **Education & Experience Requirements**

- High School diploma or GED
- 1-2 years experience preferred
- A valid NYS driver's license and a driving record acceptable to the Agency's insurance carrier.

## **Instruction & Safety**

The job requires specific levels of responsibility for the safety of the incumbent and people he/she interacts with on a daily basis. Safety requirements and decisions reflect agency or legal requirements that are above and beyond generally accepted practices and procedures for personal safety, the safety of other staff, and includes specific direct supervision and care accountabilities for the safety of individuals served.

## **Physical Demands & Working Conditions**

Work requires routine physical exertion equivalent to lifting between 25 and 50 pounds, for approximately 75% of their workday, while assisting individuals, moving materials and/or operating equipment. Incumbents have moderate exposure to undesirable or adverse environmental conditions. Position requirements for physical stamina, endurance, and physical manipulation are significant. Accountabilities require sustained amounts of time sitting, walking and/or standing. The use of safety equipment and/or specific precautions is required.

**Interested candidates may apply online at  
[www.arcon.org/jobs](http://www.arcon.org/jobs)**