

**Forward Focused Living  
JOB DESCRIPTION**

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**POSITION TITLE:** Direct Support Professional

**SUPERVISOR:** Supervisor; Executive Management

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**Primary Purpose:**

This position is responsible for maintaining a safe, supportive environment which fosters the growth of self-help skills and facilitates daily living, health maintenance, medication administration, and behavioral development. providing personal care and designated health-related services designed to maintain the physical and emotional well-being for those living at/receiving services from Forward Focused Living.

**General Description of Duties and Responsibilities:**

Provides assistance, monitoring, and/or training to individuals in the area of self-care, self-direction, independence, mobility, and learning as directed by the Community Support and Service Plan (CSSP)/CSSP Addendum in order to enhance each individual's skill development, health, freedom, and personal dignity.

Maintains cleanliness of environment.

Possesses effective communications skills.

Assists in behavior management/crisis intervention.

Provides health care including, but not limited to, medication administration, nutrition, allergies, meal planning, doctor's visits, etc.

Assists with safety skills, including but not limited to, basic first aid, fire drills, and handling emergency situations.

Maintains confidentiality and privacy.

Meets requirements of federal, state, and local organizations.

Processes and maintains meticulous record keeping.

Maintains optimum attendance and reliability.

Practices good judgment and has ability to evaluate and anticipate consequences.

Other duties as assigned.

**Basic Qualifications**

- 18 years of age or older
- High School Diploma or GED
- Ability to multitask, think critically, and practice basic problem solving skills
- Ability to stand, sit, bend, lift, climb, balance, stoop, kneel, crouch, and move intermittently. Use hands to handle or feel. Ability to turn on the knees, back, wrist, shoulders, and grasp with both hands
- Must be able to frequently lift/move up to 10lbs and occasionally lift and move more than 10lbs
- Ability to complete training programs and successfully pass associated tests
- Must pass a DHS background check and fingerprint clearance
- Valid driver's license or eligible to get one within 90 days of hire.

I \_\_\_\_\_, have read the job description and fully understand the conditions set forth therein, and I will perform these duties to the best of my knowledge and ability.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date