

Forward Focused Living
JOB DESCRIPTION

POSITION: **Lead**

SUPERVISOR: **Supervisor; Executive Management**

Primary Purpose:

This position is responsible for assisting the Supervisor in coordinating services and 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:

Ability to perform all duties and responsibilities of a Direct Support Professional.
Assist in assuring Medical Assistance, SSI and other benefits are current for each person served.
Maintains cleanliness of environment providing a safe and healthy living environment for persons served and staff.
Possesses effective communications skills and assists in facilitating person centered planning meetings and provides continuous feedback.
Assists in behavior management/crisis intervention, and in the development and support of outcomes to meet individualized needs.
Maintains confidentiality and privacy for both company and persons served.
Meets requirements of federal, state, and local organizations and assists in assuring compliance and enforcing required training according to company guidelines.
Support and enforce company policy and procedures.
Processes and maintains meticulous record keeping and assists in ensuring accuracy and timeliness.
Provide direction as a role model to other direct support staff.
Assist Supervisor with other duties as assigned.

Basic Qualifications

- 18 years of age or older with 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, 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.
- 1-3 years of experience as a DSP or working in the human services field

I _____ have read the Lead 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

Manager Signature

Date