



MANAWA LEA HEALTH SERVICES

Joy of the Heart

Tel: (808) 888-0731
Fax: (808) 888-0732
info@manawalea.com
P.O. Box 1089 Aiea, HI 96701

DIRECT SUPPORT PROFESSIONAL

Job Description & Agreement

The Direct Support Staff's main role is to provide direct services to assigned consumer(s) in accordance with the consumer's Individual Service Plan and Individual Plan. Other responsibilities to include but not limited to the following: implementation of individual goals and objectives and data recording of the consumer's performance, progress and/or maintenance of specific goals; provide program enhancement recommendations to the ADH Program Development Director; adhere to the MLHS policies and procedures in order to attain the agency's goals and objectives; to attend training session as directed by the ADH Program Development Director and/or MLHS Administrator.

FUNDAMENTAL JOB FUNCTIONS

- **Working with individuals with mental or developmental disabilities.**
- **Implementing behavior plans.**
- **Teaching self-care skills.**
- **Assisting with daily personal tasks, including bathing and dressing.**
- **Providing personal care, meal preparation, and transportation.**
- **Helping clients develop life skills such as communication and decision-making.**

Quality Assurance

1. **Ensure program implementation** in accordance with the Home and Community Based Services waiver policies and procedures and in accordance with the Individualized Plans and Approaches.
2. **Implement individual goals and objectives** and record collected data on a regular basis.
3. **Assist the Program Activity Coordinator and Program Instructors with the preparation and implementation of all scheduled home and community-based services and activities.** Provide feedback of the consumers experience during these activities and provide recommendations to the Program Development Director to improve consumers individual goal attainment.
4. Be knowledgeable about Individual Service Plan and Individual Plan
5. Maintain and demonstrate current working knowledge of the health and welfare status of assigned consumer(s) including but not limited to regular communication with consumers, MLHS staff, care providers and all other concerned parties.

6. Keep informed and educated in behavioral management techniques, teaching techniques and practical applications for developmental disabilities.
7. Share and receive constructive criticism from fellow team members regarding the overall well-being of assigned consumer(s) for the best interest of the consumer as well as the agency.
8. Ensure timely and accurate submission of receipts and reports related to any MLHS funds spent under the authority of Program Development Director.
9. Act as a liaison to facilitate oral and written communication among or between MLHS consumers, MLHS staff, guardians, case managers, and other waiver and non-waiver services providers.
10. Report all incidents to the appropriate MLHS staff and Administrator and follow all policies and procedures related to the agency's Adverse Events Report.

Maintenance

11. Immediately report unsafe equipment conditions to the MLHS Administrator via written memorandum.
12. Complete daily duties of maintaining all work areas in a clean, neat, and orderly manner. Work environment must consistently be safe and comfortable.
13. Ensure designated tasks are completed to maintain a clean and healthy work environment.

OTHER JOB FUNCTIONS

14. Represent Manawa Lea Health Services in the community in a professional, caring, and supportive manner.
15. Pursue professional development to maintain awareness of current trends and studies related to people with disabilities. Participates in workshops, panels, and conferences at the discretion of MLHS Administrators.
16. Performs other miscellaneous activities and tasks as directed by the ADH Program Instructors and MLHS Administrators.

IMMEDIATE SUPERVISOR(s)

MLHS Administrator
Program Development Director
ADH Service Supervisor

MINIMUM EDUCATION

High School Diploma, GED or its equivalent

MINIMUM WORK EXPERIENCE

One year of specialized experience working with people with developmental disabilities

KNOWLEDGE, SKILLS and ABILITIES

Must possess strong verbal and written communication skills, strong knowledge and current skills in training practices for people with disabilities. Able to work directly with consumers and provide stimulating and functional activities. Able to effectively manage and make appropriate decisions in crisis situations.

REQUIRED CERTIFICATIONS

First Aid Certification
Current CPR Certification
TB Clearance

OTHER REQUIREMENTS

Criminal Conviction Record Check
APS/CPS Registry, Fieldprint report
Must be able to lift 20lbs

Starting rate: \$15/hr

Reviewed and Acknowledged By:

Employee

MLHS Administrator

Date