

# UCP of GREATER SACRAMENTO, INC.

## JOB DESCRIPTION

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**NAME OF EMPLOYEE** (Last name first)

**SOCIAL SECURITY NUMBER**

Mr.  
Mrs.  
Ms.

**POSITION:** Direct Support Professional

**PAY RATE:**

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**WORK IS:**

**DATE OF HIRE** \_\_\_\_\_

\_\_\_\_ Full-time

**DAYS & HOURS OF WORK** \_\_\_\_\_

X  Hourly

**LENGTH OF LUNCH PERIOD**  1/2 hour

\_\_\_\_ Contractual

**CLASSIFICATION:** \_\_\_\_\_ Exempt  X  Non-exempt

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### **BASIC FUNCTION:**

To provide supervision and instruction to consumers with developmental or physical disabilities who are integrated into the community or other appropriate natural environments; develop and implement teaching strategies for enhancing consumer's growth potential; maintain data collection for program accountability. Responsible for maintaining the dignity, respect, health and safety of all program participants while instructing and supporting consumers in the pursuit of individual goals/objectives.

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**SUPERVISOR:** Program Manager

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**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Six months to one year related experience and/or training; or equivalent combination of education and experience.

Knowledge of developmental disabilities and possible physical, behavioral and medical problems that can accompany the primary disability preferred;

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to consumers, careproviders/parents and other employees of the organization.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in day-to-day situations.

**Computer Skills**

To perform this job successfully, it would be helpful for an individual to have basic computer knowledge, knowledge of word processing software and various educational software programs desirable.

**Certificates, Licenses, Registrations**

Current CPR and First Aid certification mandatory

Current and clean California driver's license; current automobile insurance

PART certification desirable

**Other Qualifications**

Knowledge of basic non-aversive behavior management techniques preferred;

Ability to meet all state licensing requirements including fingerprint clearance;

Successfully passing a pre-employment exam directly related to job duties;

Successfully pass drug testing.

Knowledge of correct lifting, positioning and transferring techniques, as well as the ability to lift 50 pounds.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and taste or smell. The employee must frequently lift and/or move up to 50pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to indoor office environments as well as outside weather conditions. The noise level in the work environment is usually ranges from quiet to moderately noisy.

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**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Provides individual and group supervision and instruction to consumers both in the community and within the program facility.
2. Provides input into the development of Individual Service Plans.
3. Provides follow through on consumer's ISP goals/objectives to assure that they are properly implemented, monitored, documented and evaluated to meet program requirements.
4. Records daily progress made by consumer in meeting ISP objectives/goals.
5. Sets up instructional/training supplies each day as directed by the Program Manager or his/her designee.
6. Attends regularly scheduled staff meetings with Program Manager and other related personnel.
7. Assists in developing and implementing non-aversive behavioral management plans to meet the needs of the consumer.
8. Operates personal or agency-owned vehicle in a safe manner and in accordance with California State law.
9. Assists with clean up of program facility and ensure that all materials are put away in appropriate location.
10. Monitors and assists consumers arriving and departing the program including program vehicles and outside transportation departments.
11. Assists in personal care needs of consumers including but not limited to toileting, dressing, feeding, personal hygiene, lifting and positioning.
12. Ensures consumer's safety with regard to special adapted equipment, i.e., wheelchairs, trays, speech devices.
13. Maintains a professional demeanor with management, co-workers, members of the community, and with all outside agencies.
14. Maintains Code of Safe Practices for his or her classification.
15. Dispenses medication to consumers following Program Manager's directives.
16. Adheres to the guidelines found in the Employee Handbook.
17. Adheres to the *Rights of Persons with Developmental Disabilities*, maintain consumer confidentiality, follow required reporting procedures with respect to special incidents or suspected abuse.
18. Advocates for consumer rights and needs.
19. Completes and submits in a timely fashion, documentation of each consumer's progress including daily session notes, monthly progress reports and daily activity sheets.

20. Assists consumers with unanticipated or emergency situations that may arise.
  21. Selects or develops resource materials to enable consumer growth.
  22. Participates in in-service training as required and maintains required certification.
  23. Adheres to guidelines for conducting Community Based Instruction.
  24. Other duties as assigned.
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## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Consumer Service** - Manages difficult or emotional consumer situations; Responds promptly to consumer needs; Solicits consumer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

**Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

**Managing People** - Includes consumers in planning, decision-making, facilitating and process improvement; Makes self available to consumers; Provides regular performance feedback; Develops consumers' skills and encourages growth.

**Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Diversity - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes consumers and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner; Strives to increase productivity; Works at the proper pace for the situation.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

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**LINE OF AUTHORITY:**

For establishing policy: May recommend only

For incurring expenses: None

For personnel changes: None

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I have read and do understand the Personnel Policies.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE

**United Cerebral Palsy Association of Greater Sacramento, Inc., hires and promotes employees without regard to race, color, religion, sex (gender identity), pregnancy, marital status, sexual orientation, age (over 40), national origin, ancestry, veteran status, mental and physical disability or medical condition as defined in Federal and State laws, genetic characteristics, or any other characteristic defined in federal and state law.**