

**UNITED CEREBRAL PALSY ASSOCIATION
OF GREATER SACRAMENTO, INC.**

JOB DESCRIPTION

NAME OF EMPLOYEE (Last name first)
NUMBER

SOCIAL SECURITY

Mr.
Mrs.
Ms.

POSITION: Direct Support Professional
- Lead Staff

PAY RATE:

WORK IS:

DATE OF HIRE

Full-time

DAYS & HOURS OF WORK

Hourly

LENGTH OF LUNCH PERIOD

Contractual

WORK SITE

CLASSIFICATION:

Exempt

Non-Exempt

BASIC FUNCTION:

Provide assistance to Program Manager/Supervisor; Provide general supervision of staff; Oversee program operations in conjunction with Program Manager/Supervisor; 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 consumers 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.

SUPERVISOR: Program Manager/Program Supervisor

QUALIFICATIONS:

- ◇ A.A. or a minimum of two years previous experience working with individuals with developmental and physical disabilities;
 - ◇ Knowledge of developmental disabilities and possible physical, behavioral and medical problems that can accompany the primary disability preferred;
 - ◇ Knowledge of correct lifting, positioning and transferring techniques, as well as the ability to lift 75 pounds;
 - ◇ Two years previous supervisory experience required;
 - ◇ Must maintain current First Aid and CPR certification;
 - ◇ Possession of a current California driver's license, clean driving record; must meet insurance requirements.
 - ◇ Knowledge of basic non-aversive behavior management techniques preferred;
 - ◇ Must meet state licensing requirements;
 - ◇ Successfully passing a pre-employment exam directly related to job duties.
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DUTIES AND RESPONSIBILITIES

1. Oversee general program operations during Program Manager/Supervisor's absence.
2. Appraise Program Manager/Supervisor of any questions or concerns which occurred during his/her absence.
3. Assist Program Manager/Supervisor with routine assignments.
4. Responsible for general supervision of staff during program hours and/or during the Program Manager/Supervisor's absence.
5. Provide individual and group supervision and instruction to consumers both in the community or within the program facility.
6. Provide input into the development of Individual Service Plans.
7. Provide follow through on client's ISP to assure that they are properly implemented, monitored, documented and evaluated to meet program requirements.
8. Record daily progress made by client in meeting ISP objectives/goals.
9. Set up instructional/training supplies each day as directed by the Program Manager/Supervisor.
10. Attend regularly scheduled staff meetings with Program Manager/Supervisor and other related personnel.
11. Facilitate consumer's success in supported work setting.
12. Provide assistance with work site adaptations under direction of Program Manager/Supervisor or his or her designee.
13. Assist in developing and implementing non-aversive behavioral management plans to meet the needs of the consumer.

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14. Operate personal or agency-owned vehicle in a safe manner and in accordance with California State law.
15. Assist with clean up of program facility.
16. Assist with loading and unloading of clients from vehicles.
17. Assist in personal care needs of consumers including but not limited to toileting, dressing, feeding, lifting and positioning.
18. Maintain a professional demeanor with employers, while in the community, and with all outside agencies.
19. Maintain Code of Safe Practices for his or her classification.
20. Dispense medication to consumers following Program Manager/Supervisor's directives.
21. Follow guidelines of personnel policies regarding absences, etc.
22. Adhere to the *Rights of Persons with Developmental Disabilities*, maintain client confidentiality, follow required reporting procedures with respect to special incidents or suspected abuse.
23. Other duties as assigned.

LINE OF AUTHORITY:

For establishing policy: May recommend only

For incurring expenses: May incur expenses within approved program budget.

For personnel changes: May recommend only

I have read and do understand the Personnel Policies.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

United Cerebral Palsy Association of Greater Sacramento, Inc., hires and promotes employees regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition or physical handicap.