

# **JAYS LEGACY, INC**

## **POSITION DESCRIPTION**

**POSITION:** Direct Support Professional (Direct Care Staff)

**SUPERVISION:**

DSP staff will be directly supervised by the Area Director.

**POSITION SUMMARY:**

The person selected for this position will be responsible for providing an appropriately safe, caring and enriching environment for the clients enrolled in Jays Legacy Homecare Program. DSP staff are responsible for conducting themselves in an appropriate manner, setting an example for the clients, family and co-workers. DSP staff are responsible for complying with all standards set for in JAYS Legacy policies and procedures and will ensure all staff adhere.

**ESSENTIAL FUNCTIONS**

- Adhere to policies and procedures in the JAYS Legacy policy and procedure manual and in subsequent JAYS training and meetings.
- Attend any staff meetings.
- Work in a team environment and encourage open communication regarding concerns/issues with clients, family or co-workers.
- Maintain open communication with the owner/officer.
- Initiate and maintain positive relationships with families, guardians, or other managed care organizations.
- Assist in maintaining cleanliness of the client home.
- Maintain accurate documentation on each client.
- Comply with all emergency procedures appropriate to the client's home or situation.
- Maintain all supplies, equipment and materials; inform client or Area Director when new/additional supplies are needed.
- Ensure that all requirements per assessment are being completed such as bathing, cooking, cleaning, shopping, appointment assistance, etc.
- Notifying the Area Director when there are changes in condition, mood or behavior.
- Documents all hours worked per time card policy. Any time not within the scheduled hours must be authorized by the owner.
- Submits a written request to the supervisor for time off. Time off will be approved based on program needs.
- For the protection of the Clients and their families, as well as the employees, each employee must be aware of and observe the rules of confidentiality, both within the home and in the community.

**KNOWLEDGE/EXPERIENCE:**

Must have the ability to demonstrate and/or show competency in the following areas:

- Plan and implement appropriate, enriching activities when appropriate.
- Supervise clients and present positive respect through all interactions with program participants.
- Meet program goals as outlined in the JAYS policy and procedure manual.
- To keep confidences, loyalties and practice professionalism.
- Being reliable and dependable
- Be 18+ years old, and able to drive safely and within the required posted speed limit, have a valid driver’s license, current insurance, and a clean driving record.
- Work within set budget and program administration
- Work a flexible schedule to meet program staffing/planning needs.
- Communicate effectively both orally and written.

**PHYSICAL DEMANDS:**

- Lift up to 50 pounds using proper techniques
- Must have adequate vision to effectively review documents in varied formats i.e.. paper or digital
- Must have adequate hearing to respond to members and interact with public.
- Ability to stand for 5 hours
- Ability to run up to 100 yards in the event of an emergency
- Currently have excellent health and be free of communicable diseases.
- Drug free as outlined in the policy and procedure manual.

**PROFESSIONAL EXPECTATIONS:**

The JAYS Legacy Home Care Staff will present a competent and positive image of JAYS Legacy through the professional and safe coordination of all programming, quantified by completion of the key areas of responsibility and continuous improvement of the systems.

**OTHER SIGNIFICANT DUTIES:**

Performs additional responsibilities or duties delegated to him/her by the supervisor. These duties may not be specifically provided for in this job description, but they may be deemed necessary for the overall achievement of the program goals and objective.

I, \_\_\_\_\_ have read and understand the duties of this position as outlined above.

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

\_\_\_\_\_  
Date