



Job Title:	Direct Support Staff (DSS)
Classification:	Non-Exempt
Reports to:	Executive Director
Last Update:	08/16/2023

Job Description

Position Type/Expected Hours of Work:

This position may be full-time working up to forty hours per week or part-time working less than 30 hours per week. Workdays are Monday through Friday, 8:00 a.m. to 4:00 p.m. Job responsibilities may dictate a variation or decrease or increase in normal working hours. If an increase in hours occurs, then the Direct Support Staff - DSS will take time off during the work week in which the increase in hours occurred.

Summary/Objective:

- The Direct Support Staff (DSS) position assists individuals with Developmental Disabilities in basic daily living skills, leisure skills, prevocational skills, life-long learning skills, social skills, healthy living skills, and positive direction.
- DSS will plan and assist with ensuring or encouraging group and/or individual activities.
- DSS will report pertinent information regarding individuals served to the immediate supervisor.
- DSS position may work with a client to staff ratio up to 1:10 (Community Access Group 1:10 and Individual 1:1).

Essential Job Duties:

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.)

1. DSS must maintain a valid Georgia driver's license Class C with no more than 6 points on motor vehicle record, pass pre-employment and random drug testing, maintain CPR/First Aid credentialing, successfully complete Defensive Driving course, submit to Tuberculosis (TB) screening upon hire and as needed. DSS will be responsible for satisfactory participation in required competency skill areas per guidelines set forth by DBHDD, CARF and Rutledge Center.
2. Work an 8-hour day with 6 of those hours actively supervising individuals with I/DD and two hours to type progress notes, plan instruction, cleaning workspace, and/or complete training.
3. Maintains skills and knowledge relevant to providing high quality support and services to individuals with disabilities. Obtains and maintains all required certifications and successfully completes competency-based trainings and applies the information to support individuals served.
4. Provide person-centered supports to individuals by assisting in the development and implementation of all ISP plans, assisting individuals in achieving their personal goals and desires, providing interaction and meaningful choices for activities that support a meaningful day, and supporting individuals to be independent in activities of daily living.
5. Assist individuals with daily living and personal care skills including getting in and out of wheelchairs and vehicles, transferring, ambulation, range of motion, communicating, feeding, toileting /bathroom, incontinent care as needed and other needs in keeping with the individual's care requirements.
6. Lift, move and transport physically disabled individuals, using proper body mechanics for injury/accident prevention.
7. Able to walk, stand, sit, bend, pull, squat, reach, lift up to 50 pounds and kneel as needed to assist individuals served.
8. Must be able to operate a computer, type on keyboard, and use phone with intercom.
9. Assists and facilitates individuals to engage in activities or events in the community. Participates in activities and functions as directed by administrative team.
10. Must be able to drive a passenger van with up to 10 individuals with 1 staff driver, drive a bus with up to 13 individuals with 1 staff driver, and must be able to drive a company car with up to 4 individuals with 1 staff driver.
11. Observes and monitors individual's behavior, and reports observations and incidents to Developmental Disabilities Professional (DDP). Successfully implements crisis intervention and de-escalation techniques when needed.
12. Communicates and interacts cooperatively, tactfully, and effectively with caregivers, parents, stakeholders, and other team members to assure quality care is provided.
13. Supports the Rutledge Center mission, philosophy and core values while empowering each individual to direct their own life choices.
14. Follows Direct Support Staff Code of Ethics. Uses work time appropriately. Demonstrates problem solving skills. Generates creative ideas and solutions to problems and engages in 'team-work'.
15. Maintains a professional appearance. Refer to dress code in the Employee Handbook.

16. Ensures progress notes and billing documentation meets all Rutledge requirements, policies and guidelines. Maintains organized, and up-to-date records of individuals served. Provides opportunities for the client to work on ISP goals and provides the necessary interventions to assist with the goal. Completes daily progress notes of goals, outcomes and billing documentation on appropriate format with a high degree of accuracy. Reports and/or documents health risks and unusual events in the individuals record.
17. Maintains a safe and appropriate level of supervision for the clients as indicated in the ISP and Rutledge rules while in the community and at the center. Oversight including line of sight supervision at all times.
18. Assists in maintaining a safe, healthy, neat, and clean environment for clients; reports environmental deficiencies to supervisor. Keeps all work areas clean, neat and orderly at all times.
19. Provides a stimulating environment to motivate individuals to develop and refine skills. Pre-plans and develops a monthly calendar. Honors cultural differences and celebrates diversity among coworkers and clients served.
20. Be flexible and adapt to changing work conditions. Work effectively and harmoniously with others on the team.
21. Reports to work in a punctual manner. Minimizes absenteeism. Calls or texts administrative team members for prior approval in the event of sickness or late arrival. Submits leave request timely, uses proper type of leave, documents time correctly on time clock.
22. Fully understands all aspects of Client’s Rights, instructs individuals on how to exercise their rights and ensures that their rights are not restricted without due process. Ensures individuals are treated with dignity and respect at all times and leads by example. Ensures individuals’ human rights are followed as set forth in the “Rules and Regulations for Client’s Rights”. Follows policies, procedures, and guidelines set forth by DBHDD, CARF, and Rutledge Center.
23. Assumes/performs other job responsibilities as requested by the Executive Director, and/or Developmental Disability Professional, in accordance with the ability to handle increased responsibilities.
24. Meets with the Executive, Business & Human Resource Manager or DDP to discuss problems or concerns. Communicates relevant accurate and complete information on a timely basis. Meets annually to discuss rate of performance and job description updates.
25. Able to appropriately handle high stress situations with clients in the event of health, safety, and crisis/emergency situations.

Competencies:

Client Focus; Ethical Conduct; Flexibility; Initiative; Personal Effectiveness/Credibility; Stress Management/Composure; Pro-Teamwork Attitude; Communication Proficiency; Efficient Time Management; Good Decision Making; Professionalism

Work Environment:

While performing this job, the employee is occasionally exposed to a variety of individual’s conditions and elements. Job operates in both a professional office setting, outdoors, and in the community.

Physical Demands:

The physical demands of this position require the employee to regularly talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, and crouching most of the day (6 hours). Up to two hours a day may be required to sit and type notes, plan instruction, and/or participate in trainings and cleaning/sanitizing work space.

No supervisory responsibility for this position other than supervision of clients in the facility and out in the community.

Required Education and Experience: High School Diploma or GED equivalent.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description has been approved by the Executive Director and Business & Human Resource Manager.

Signatures:

Executive Director: _____ Date: _____

Employee signature constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____ Date: _____