

## HERITAGE HOMES, INC. POSITION DESCRIPTION

**POSITION TITLE:** Direct Support Professional in Residential Setting  
**REPORTS TO:** Home Manager

**STATUS:** Non-Exempt

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### JOB SUMMARY

The Direct Support Professional in a residential setting is directly responsible for providing direct care to residents living in the facility. The professional, along with the other facility staff, shall strive to implement principles of Person-Centered Planning and to address the basic health, rights, privileges, and safety of all residents. The Direct Support Professional must strive to implement and adhere to all policies and procedures of Heritage Homes, Inc., along with upholding the responsibility of all employees to maintain a positive working environment and to maximize the quality of life for the people we serve.

### I. ESSENTIAL JOB DUTIES

#### A. Daily

1. Follow all policies, procedures, and legal commitments to residents as required by all federal, state and local funding and regulatory agencies.
2. Maintain accurate and legible agency and resident records.
3. Monitor that the basic rights and privileges of residents are met appropriately.
4. Report any and all unusual incidents concerning resident care on appropriate Incident Report form(s) to Home Manager.
5. Report any and all staff injuries, accidents with agency vehicles, and breakage of agency property/equipment on the appropriate Heritage Homes' Incident Report form.
6. Apply and follow the principles and specific goals of Person-Centered Planning as outlined in the written Plan for each resident.
7. Supervise residents consistently to maintain their safety and keep the facility and its environment hazard free.
8. Obtain and provide adequate health and medical treatment as needed and as directed by the resident's Primary Physician and according to each resident's health and medical programs.
9. Provide residents with physical assistance such as in personal care, dressing, undressing, bathing, changing briefs, lifting, transferring, using a walker or wheelchair, and any other type of assistance that may be needed by any resident and according to each individual plan.
10. Transport by vehicle, as needed, and accompany and monitor residents in the community (outings, doctor appointments, etc.).
11. Complete all daily housekeeping duties such as cleaning, vacuuming, dusting, as well as meal preparation and clean up.
12. Assist in maintaining the general property of the facility – sidewalks swept, windows clean, outdoor furniture clean and comfortable.
13. Assist in laundry – wash, dry, iron, fold, and put away clothing in closets and drawers.
14. Plan and coordinate leisure activities for residents.
15. Maintain positive working environment.
16. Maintain resident confidentiality.

#### B. Periodic

1. Assist in food purchasing and shopping for other necessities for the facility as directed by the Home Manager
2. Report needed maintenance of facility to Home Manager.
3. Assist with minor maintenance of facility as needed and as directed by Home Manager.
4. Assist with lawn care and/or yard work as needed and as directed by Home Manager.
5. Shovel/snow blow walkways of snow during winter months and maintain walkways salted and clear of ice and other hazards.
6. Repair, sew, and label resident clothing as needed.

7. Participate in all mandatory staff meetings and in-services.
8. Attend all scheduled trainings, specific training updates, and other annual licensing requirements as directed by the Home Manager.
9. Various other duties as directed by the Home Manager

**II. CONTACTS AND RELATIONSHIPS**

- A. Daily interaction with residents such as in conversation, reading for the resident, giving explanations to the resident, listening when the resident talks to you, giving directions according to the resident’s plan of service.
- B. Daily communication with other staff concerning the relay of pertinent resident information from shift to shift as well as recording shift activity in the Daily Log.
- C. Periodic contact with the Case Manager, Nurse, Psychologist, OT, PT, or resident’s guardian and/or family members by providing information as directed by the Home Manager.

**III. JOB SPECIFICATIONS**

**A. Required:**

1. Must be over the age of 18.
2. High School graduate or GED equivalent.
3. Valid, current, Michigan Driver’s license that agrees with our insurance company’s requirements for Direct Support Professionals driving our vehicles and transporting residents.
4. Ability to lift 65 pounds frequently throughout the work shift.
5. Successful completion of physical, TB Test, Drug Screen, and Criminal Check.
6. Demonstrate good moral character as defined by Rule 400.1152 of The Adult Foster Care Licensing Rules.
7. Ability to communicate positively and effectively with residents and work as a team player with fellow employees.
8. Must have sufficient visual and auditory acuity with or without corrective lenses/aids to observe clients and detect signs of changes in client behavior, adverse medication reactions, or other activity or event requiring intervention.

**B. Preferred:**

1. Prior experience in direct support work.

**WORKING CONDITIONS**

- A Group Home in the general community for people who need help to help themselves. The number of residents is determined by a licensing contract with the Michigan Department of Health and Human Services, Bureau of Children and Adult Licensing.
- Many residents are medically challenged and some residents may exhibit specific behavioral challenges.
- Each facility is staffed 24 hours a day, 7 days a week, 365 days a year.
- All staff members are required to uphold and guard the residents’ rights and health and safety.

In signing below, I am certifying that I understand that this job description is intended to describe the general nature and level of the work actually performed by staff assigned to this job. I realize that this is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the job, and as a Direct Support Professional, I may be asked to perform other duties.

I am aware that additions, deletions, or changes in this job description may be made at any time at the discretion of Heritage Homes, Inc.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR or Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_