



Job Title:	Direct Support Staff (DSS)
Classification:	Non-Exempt

Job Description, Responsibilities, Standards, and Qualifications

Job Description:

Under general supervision, this position is responsible for providing direct support, positive direction, and assistance to developmentally disabled adults in accordance with Rutledge Center policies and procedures.

Entry Qualifications:

- High School diploma or equivalent required.
- Must be 18 years of age, or older.

Preferred Qualifications:

- Experience in providing social or direct care services to individuals with developmental disabilities is preferred
- Possess an interest in the welfare of the individuals served and have training and/or interest in the field of developmental disabilities; have a willingness to communicate with and relate to individuals, parents, guardians, co-workers, stakeholders and management

Minimum Job Qualifications:

- Must possess a valid driver's license or have the ability to obtain one if hired
- Pass Criminal Background check with fingerprinting as required by regulations/policies
- Pass Drug Test. Rutledge Center is a Drug Free workplace
- Must be able to assist/lift people in wheelchairs (minimum 70 pounds)
- Must speak English language
- Ability to do daily standing, bending, and lifting as needed
- CPR/First Aid training preferred, or have the ability to obtain certification upon hiring
- Annual Tuberculosis (TB) screening is required. Must be certified to be free of communicable diseases by a physician
- Work effectively and harmoniously with others
- Be flexible and adapt to changing conditions

Position Type/Expected Hours of Work:

Job responsibilities and hours worked per week may vary in accordance with the needs of the organization. There is no guarantee of work from the agency.

Travel:

Travel is primarily local during the business day.

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.

Job Responsibilities & Performance Standards:

1. DSS will be responsible for satisfactory participation in required competency skill areas per guidelines set forth by DBHDD, CARF and Rutledge Center.
2. Provides supports to participants by assisting in the development and implementation of all support plans, including spiritual life supports, assisting people in achieving their personal goals and desires, providing interaction and choices for activities that support a meaningful day, and supporting people to be independent in activities of daily living.
3. Maintains and expands skills and knowledge relevant to providing high quality support and services. Obtains and maintains all required certifications and trainings and applies the information to support people served.
4. Maintains open communication and cooperative work effort with Developmental Disabilities Professional and other staff to assure quality and continuity of support to people served.
5. Supports the Rutledge Center mission, philosophy and core values while empowering each participant to direct their own life choices.
6. Reports and/or documents routine and unusual events including completing daily documentation of supports provided daily.
7. Reports to work in a punctual manner. Minimizes absenteeism. Calls appropriate supervisor 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 sheets and turns in monthly timesheet in a timely manner.
8. Follows Direct Support Staff Code of Ethics. Uses work time appropriately. Demonstrates problem solving skills. Generates creative ideas and solutions.
9. Maintains a professional appearance. Refers to dress code in the Staff Handbook.
10. Ensures documentation meets all requirements, policies and guidelines. Assist with the development of ISP, organizes, manage/maintain up-to-date records of participants. Implements goals as written and completes daily progress notes of goals, outcomes and billing documentation on appropriate forms with a high degree of accuracy. Follow Best Practices guidelines.
11. Maintains general daily supervision of participants including supervision of whereabouts, training, and production activities. Maintains a safe environment at all times.
12. Provides a stimulating environment to motivate participants to develop and refine skills. Pre-plans and develops a weekly calendar for a meaningful day.
13. Ensures that participants exercise their rights and that rights are not restricted without due process, and ensures participants are treated with dignity and respect. Ensures 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.
14. Maintains an orderly room and keeps all work areas clean and neat at all times.
15. Meets with the Executive, Associate Director, and/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.
16. Assumes/performs other job responsibilities as requested by the Executive Director, Associate Director, and/or DDP in accordance with the ability to handle increased responsibilities.