

KREIDER SERVICES, INC.  
Job Description

Job Title: Direct Support Professional  
Department: Programs  
Reports to: Program Supervisor  
FLSA Status: Non-Exempt/Hourly

Prepared by: Program Managers  
Prepared Date: 11/25/02  
Approved By: Julie Scholl  
Approval Date: 8/7/14

OUR MISSION

Provide meaningful supports to people with intellectual and developmental disabilities in Northern Illinois.

OUR VISION

People reaching their fullest potential by having meaningful opportunities to live, work and participate in their community.

OUR VALUES

- |                    |                             |
|--------------------|-----------------------------|
| * Mission Driven   | * Respectful Interactions   |
| * Teamwork         | * Commitment to Excellence  |
| * Accountability   | * Stewardship               |
| * Creativity       | * Innovations               |
| * Ethical          | * Promote Safe Environments |
| * Customer Service | * Celebrating Success       |

PHILOSOPHIES THAT GOVERN THIS JOB

- ❖ We are client focused
- ❖ We pursue the capabilities of each individual
- ❖ We teach appropriate choice and independence
- ❖ We provide an atmosphere free of discrimination, abuse and neglect
- ❖ We treat individuals with dignity and respect.
- ❖ We promote an atmosphere of learning

ESSENTIAL JOB DUTIES

1. Teach, train and promote independence with the individuals we serve.
2. Serve as a role model of appropriate socialization, interaction and communication skills
3. Promote self-advocacy and choice.
4. Enhance communication abilities.
5. Adhere to all agency policies and procedures, such as Confidentiality, Abuse/Neglect and Code of Ethics.
6. Assist clients in learning to be independent
7. Assist clients with daily living skills.
8. Assist and monitor clients with self medication program.

9. Provide vocational and life skills training individualized to consumer needs.
10. Read and follow individual's service plans as written.
11. Transport clients in a safe manner.
12. Maintain a safe, clean work environment; free from harm or danger to self and others.
13. Serve as member of the client centered team.
14. Communicate client concerns and accomplishments to appropriate team members.
15. Attend all required meetings, committees, and staffings.
16. Complete paperwork necessary to accomplish regulatory compliance and maximize client progress toward goals.
17. Document and communicate on the computer system as required.
18. Based on your specific position, evening, overnight, and weekend work is required.
19. May be required to obtain a CDL driver's license (Day Services only)

#### ADDITIONAL JOB DUTIES

Complete other duties as assigned.

#### QUALIFICATIONS

Minimum of High School diploma or equivalent and able to pass T.A.B.E. test. Must be 21 years of age. Must have an Illinois driver's license and an acceptable driving record and insurance in accordance with agency policy.

#### PHYSICAL DEMANDS

Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 lbs of force frequently, and/or up to 20 lbs of force constantly to move objects. Must be able to climb, balance, stoop, kneel, crouch, reach stand, walk push, pull, lift, finger, grasp, complete repetitive motions and communicate effectively. This work is subject to inside and outside environmental conditions. At times the work environment may be noisy. Worker may be exposed to body waste products. This work may require worker to do first aid duties which may cause exposure to body fluids.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.