

Kreider Services, Inc.
Job Description

Job Title: Substitute Direct Support Professional
Department: Scheduling
Reports to: Substitute Supervisor I
FSLA Status: Non-exempt
Pay: \$9.80

Prepared by: Scheduling Manager
Prepared Date: September 25, 2002
Revised Date: 8/1/04
Approved By:
Approved Date:

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

GENERAL JOB DUTIES

The primary purpose of this position is to provide coverage, on an on-call/as needed basis, in Kreider Services programs when regular staff is not on duty.

ESSENTIAL JOB DUTIES

Assist clients in learning to be independent.
Promote self-advocacy and choice.
Enhance communication abilities.
Assist clients with transportation needs.
Adhere to all agency policies and procedures.
Assist clients with daily living skills.

Completes paperwork necessary to accomplish regulatory compliance and maximize client progress toward goals.

ADDITIONAL JOB DUTIES

Complete other duties as assigned.

QUALIFICATIONS

Must have a minimum of a High School diploma or equivalent and be able to pass the T.A.B.E. test. Must have an Illinois driver's license, an acceptable driving record, and ability to be insured in accordance with agency policy.

PHYSICAL DEMANDS

Driving throughout the county, sometimes encountering difficult weather conditions. Work with consumers, direct contact staff, agency personnel, state monitoring agencies, families, and visitors. Work beyond normal working hours when necessary. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Must be able to climb, balance, stoop, kneel, crouch, reach, stand, walk, push, pull, lift, finger, grasp, talk, hear, and complete repetitive motions. This work is subject to inside and outside environmental conditions. Work is subject to noise that may cause them to have to shout. 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.