

Preferred Alternatives of Missouri, Inc.

Job Description

Job Title: Direct Support Staff

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EXEMPT: No

DEPARTMENT:

EMPLOYEE:

REPORTS TO: Clinical Operations Supervisor

PREPARED BY: James R Wilson, Jr.

DATE: 12/01/09

APPROVED BY: James R Wilson, Jr.

DATE: 12/01/09

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Support Services
  - In accordance with Individual Support Plan, assist service recipient in:
    - completing self-care routines, as needed (may include, but is not limited to: bathing; dressing; nail care; hair care; oral hygiene; toileting; changing undergarments) and teach skills that could promote a higher level of independence;
    - completing self-help tasks, as needed (may include, but is not limited to: laundry; meal preparation; sweeping; vacuuming; mopping; dusting; dishwashing; taking out trash; money management) and teach skills that could promote a higher level of independence;
    - maintaining the best possible health by following prescribed plans of care (may include, but is not limited to: nutrition plans; health care plans; exercise regimes) and by promoting healthy choices; and,
    - accessing the community (may include, but is not limited to: shopping; participating in leisure activities; attending health related appointments) by providing support and transportation (using a company and / or personal vehicle or public transportation)
  - Administer prescription, over-the-counter, and PRN medications, as ordered by a physician and in accordance with DMRS Medication Administration for Unlicensed Personnel guidelines
  - As required, attend health related appointments with service recipient and communicate effectively on his / her behalf
  - Ensure service recipient's home is clean, safe and free of maintenance concerns
  - Ensure personal vehicle is safe and in good working order
  - Support service recipient in developing and maintaining relationships of his / her choice
  - Assist in the development of person-specific plans and implement all plans (e.g., Individual Support Plan, Behavior Support Plan, Staff Instructions) designed to support service recipient in reaching personal outcomes of his / her choice
  - Complete required documentation (may include, but is not limited to: Staff Daily Communication Notes; Reportable Incident forms; Medication Variance forms) in a thorough manner and submit all required documentation to appropriate personnel in a timely manner
  - Work assigned schedule in accordance with PAI Policy and Procedures
- Team Participation

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**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

**OTHER SKILLS AND ABILITIES:**

Good analytical skills, sense of personal responsibility for work performance and a professional attitude. Ability to work without constant supervision and adhere to policies and procedures.

**PHYSICAL/MENTAL DEMANDS:**

Physical requirements include: ability to sit, stand, squat, bend, pivot, and walk; lift objects weighing over 25 pounds; use normal range of motion of all body parts; tolerate exposure to "normal" scents and chemicals (e.g., laundry detergent, bleach, cleaning supplies, etc.); go into medical settings where exposure to germs may be increased; have the physical stamina and agility to break service recipient's fall, bear his / her weight, and /or assist service recipient to an upright position; and be **physically, mentally, and emotionally fit** to perform the following actions:

- o rapidly pursue service recipient if he / she tries to leave premises;
- o use Crisis Prevention "blocking" techniques to protect self from thrown objects and physical aggression;
- o use Crisis Prevention "holding" techniques to restrain service recipient, if necessary, to protect service recipient, employee, or others from injury; and,
- o endure prolonged periods and varying intensity of target behaviors

**WORK ENVIRONMENT:**

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. The noise level in the work environment is usually minimum.

**RISK CLASSIFICATION LEVEL:**

II- (Job classification level in which employees have minimal risk to blood borne pathogens).

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I have read this job description and it has been discussed with me by my supervisor.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

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EMPLOYEE SIGNATURE

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DATE