

Skills USA Job Interview

Goodwill Industries Direct Support Professional (DSP) Job Description

Direct Support Professional

Department: Developmental Disability Services
Reports to: Developmental Disability Services Manager
Position Supervises: None

Job Status: Full Time
FSLA Status: Non-Exempt
Travel Required: Minimal

Position Summary

Responsible for providing training, assistance and support to individuals receiving services in vocational and community settings, as well as through in-home services.

Essential Functions:

- Provide information to assist the individual program planning team to establish services, goals and objectives to meet each Participant's needs and personal goals.
- Provide on-going support and assistance to Participants in vocational and community settings, as well as in-home services as determined by the Individual Program Plan.
- Maintain standards of safety for Participants while participating in the program.
- Assist with mobility of participants including loading/unloading wheelchairs in vehicles and operating lifts to aid in the transfer of individuals.
- Provide Participant transportation as assigned.
- Project a positive image of the organization and persons with disabilities in the community.
- Quality control of contract work and assuring contract completion (may involve lifting of up to 50 lbs.).
- Maintain all needed documentation and records including Therap (electronic case management system) within required periods.
- Complete other duties as assigned.

Competencies

- Active Listening – Ability to actively attend to, convey and understand comments and questions of others.
- Communication -- Ability to communicate effectively using both oral and written skills.
- Decision-making –
- Decision Making -- Ability to make decisions using personal judgment and creative thinking.
- Problem Solving – Ability to find a solution or to deal proactively with work-related situations.
- Flexibility – Ability to perform duties that change frequently in a wide variety of environments and situations.
- Accuracy – Ability to perform work accurately and thoroughly.

Experience and Education Requirements:

- Experience/knowledge of rehabilitation for persons with disabilities.
- High school diploma or equivalent.
- Must be at least 18 years of age.
- A valid driver's license issued in the state of Nebraska meeting all insurance requirements.

Skills and Experience:

- Ability to speak and read Basic English and comprehend complex instructions and short correspondence.
- Ability to load/unload wheelchairs from accessible vehicles, transfer individuals from a wheelchair to stationary chair, and assist in personal needs.
- Ability to work with individuals who have learning, comprehension, communication, emotional, as well as physical or mobility limitation; and who may have behavior issues.
- Ability to work in a wide variety of industrial or employment situations to assist in the training of individuals, to include performing physical demands or duties at that site.
- Ability to use Microsoft Office programs to complete required documentation.
- Ability with and knowledge of safe forklift operation. Forklift training and certification will be provided, as needed.

Requirements

- Must pass a drug test.
- Physical requirements include standing while working, moderate walking and the ability to lift 50 pounds.
- Additional functions and requirements may be assigned by supervisors as deemed appropriate.