

The Arc of Ohio, Inc.

JOB DESCRIPTION

Title: Direct Support Professional (Homemaker/Personal Care Provider)
Responsible to: Support Coordinator
Status: Part-time (Non-Exempt)

Qualifications:

- Must be at least 18 years of age.
- High school diploma or GED, unless waived by the Ohio Department of DD
- Ability to read and write English
- CPR and First Aid certification prior to working with an individual
- A clean criminal background check
- Eight hours of approved training prior to working with an individual
- Employee must be physically capable of transferring, assisting with transfers and lifting persons who require physical assistance.
- Employee must be able to reach and bend as they assist participants with physical activities.

Responsibilities:

- Provides direct support to individuals with intellectual and developmental disabilities.
- Performs personal care tasks, including assistance with basic personal hygiene and grooming, feeding, toileting and ambulation, medical monitoring, and health care related tasks.
- Fosters positive relationships among staff, individuals and families supported
- Ensures individual safety and maintaining a safe environment.
- Reminds and assists individual with medications (when assigned and with proper training).
- Encourages self-help activities.
- Reports changes and/or incidents to The Arc of Ohio immediately.
- Documents services provided according to the Individual Service Plan (ISP)
- Performs home management functions such as light housekeeping, laundry, bed making, and cleaning.
- Plans meals, shopping for groceries, preparing and serving food/meals, feeding and clean-up as necessary
- Accompanies individuals to community activities, scheduled appointments and transports individuals or running errands for individuals as authorized by The Arc of Ohio and ISP.
- Other related duties as assigned.

I have read the preceding job description and acknowledge that I have been given a copy for my records. I understand the listed responsibilities are not all inclusive and that this Job Description does not constitute an Employment Contract.

Employee Signature Date

The Arc of Ohio Date