

VILLAGE OF PROGRESS, INC.
JOB DESCRIPTION

JOB TITLE: Direct Support Person

RESPONSIBLE TO: Program Manager

DATE: Revised 2/2025

FLSA STATUS

EXEMPT:

NONEXEMPT: X

EMPLOYMENT STATUS

REGULAR	X
TEMPORARY	
VARIES	
FULL-TIME	X
PART-TIME	
VARIES	

PRIMARY PURPOSE:

1. As a Direct Support Person (DSP) non-production, maximize each consumer’s potential through instruction, training, and supervision in various settings, and in accordance with their special needs and abilities.
2. As a DSP production, challenge each consumer to reach their potential both in the workshop and community setting through instruction, training and supervision of adults with different abilities.
3. Route Driver (See Driver Job Description)
4. Follows Village of Progress employee responsibilities (See VOP Employee Responsibilities description)

SPECIFIC DUTIES:

#1 - DSP RESPONSIBILITIES – NON-PRODUCTION

- Assists with toileting, eating, etc. as scheduled.
- Assists loading and unloading vehicles.
- Supervises and records consumer’s paid work such as cleaning in-house and, in the community.
- Supervise consumers on in-house activities and community outings as needed.
- Assists in the evacuation of consumers in emergency situations.
- Alerts consumer’s Q (also RN, if medical) to significant consumer changes, problems, needs, etc.
- Completes daily charting on consumers objectives as needed.
- Provides systematic instruction and in cooperation with the Qs develops ongoing methods for measuring consumer’s progress.
- Prepares training station in an efficient, safe and orderly manner and contributes to the overall cleanliness of the area.
- Attends staffing (as required) and contributes to the evaluation and training process of the consumers.
- Consults with RN regarding consumer medication and medical health/concerns.
- Takes Aggression Management Training class when available (provided by DD Homes)
- Completes DHS DSP mandated training.

#2 – DSP RESPONSIBILITIES - PRODUCTION

- Maintains familiarity with subcontract job numbers and consumer productivity.
- Responsible for meeting quality control standards and production deadlines.
- Sets up workstations for the consumer’s preference that is performing work at each station.
- Ensures that adequate supplies are maintained, and stations are kept neat, clean and orderly.
- Performs inspections and approval of work performed prior to moving along the production line.
- Maintains accurate and legible daily attendance, production and time records.
- Participation in daily housekeeping, end of day restocking or job changeover is an expectation.
- Works on subcontract jobs to meet deadlines as needed.

#2 – DSP RESPONSIBILITIES – PRODUCTION, continued

- Maintains familiarity with the Department of Labor Wage and Hour regulations.
- Aware of the availability of headsets (hearing protection) and wears as appropriate.
- Recommends adaptive equipment needed to facilitate consumers in completing jobs.

#3 – ROUTE DRIVER (See Driver Job Description)

#4 – VILLAGE OF PROGRESS EMPLOYEE RESPONSIBILITIES (See VOP Employee Responsibilities description)

PERFORMANCE/WORKLOAD STANDARDS FOR EVALUATION:

- Can supervise as many as 10 consumers at a time frequently and infrequently 20 consumers for a brief period.
- Can transport up to 14 consumers on daily route and has working knowledge of the van lift operation.
- Can supervise up to 4-10 consumers on production jobs.

PERSONNEL UNDER DIRECT SUPERVISION: None

MINIMUM QUALIFICATIONS:

High school diploma or GED, willingness to get CPR and First Aid certified, willingness to be trained in Aggression Management, Direct Support Person trained or willingness to get DSP training through VOP

DESIREABLE QUALIFICATIONS:

Degree from junior college in related area with three years' experience in the training and supervision of disabled adults

Village of Progress Job Descriptions are guidelines. They are not intended to identify every task that an employee will be asked to do. Job Descriptions are intended to provide a general outline of the work, responsibilities and qualifications of the position. Employees are expected to provide whatever assistance is needed so that consumer and organizational success can be achieved. If an employee has a medical restriction that affects a duty listed in the employee's job description or functional analysis, RN must be provided with a copy of the doctor's orders annually.