



NEW HORIZONS  
VILLAGE

## POSITION DESCRIPTION

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**Job Title:** Resident Direct Support Professional (DSP)  
**Department:** Resident Direct Care Services  
**Reports to:** Unit Coordinator  
**FLSA Status:** Non-Exempt, Hourly  
**Prepared By:** Human Resources  
**Approved By:** Director, Resident Care  
**Prepared:** 02/2014

### JOB PURPOSE

Under supervision, the Resident DSP performs a variety of duties directly related to the daily care, development, and training that promote and reinforce independence for individuals with intellectual disabilities who reside on campus. The Resident DSP is responsible for preparing reports in compliance with federal, state, and municipal agencies having jurisdiction and in accordance with company policies and procedures, and for maintaining a safe work environment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- Implement, maintain and document training objectives for resident population.
- Implement and document resident self-care and daily living skills development programs.
- Compile, prepare and maintain assigned records, reports and files in compliance with applicable federal, state, and municipal agencies having jurisdiction and in accordance with company policies and procedures.
- Assist in developing and revising individual habilitation plans.
- Implement, maintain and monitor resident's laundry program.
- Employ behavioral training standards as appropriate.
- Provide first aid to residents as needed and as assigned.
- Report and document issues requiring attention regarding resident training routines, effectiveness of training objectives and efficiency of habilitation plans.
- Report accidents which result in workplace injuries.
- Report workplace concerns and/or unprofessional conduct to management for further action.
- Maintain a safe work environment.

### SUPERVISORY RESPONSIBILITIES

N/A

### QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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### Education, Competencies, and Experience

- High School Diploma/GED and one year demonstrable work experience, preferably in a customer service work environment.
- Experience as a direct support professional highly desirable.
- Working knowledge of infection control protocols highly desirable.
- First Aid/CPR certified desirable.

### Computer Skills

- Familiarity with Microsoft Office (i.e., Word, Excel) applications desirable.
- Data entry skills desirable.

### Required Attributes

- Must demonstrate cognitive ability to think, coordinate, collaborate, make sound decisions, and produce accurate and timely results within area(s) of responsibilities.
- Must figure, analyze, and translate standard data into information.
- Must build positive working relationships with residents, guardians, consultants, health care practices, governing agencies, health care resources, multiple levels of employees and management.
- Must speak, read, write and communicate effectively.
- Must maintain active Florida driver's license and clean driving record.

### Proficiency or Productivity Standards

- Must be present to perform essential functions of the job.
- Must adhere to company's standards of care and treatment of all residents.
- Must adhere to ongoing training requirements and standards.
- Must adhere to Standards of Business conduct.
- Must demonstrate integrity and professionalism.
- Must meet and maintain established attendance standards.
- Must adhere to facility dress code at all times while on site and while on duty.
- Must adhere to established tobacco-free/smoke-free policy at all times while on site and while on duty.
- Must adhere to the Drug-Free Workplace policy and standards.
- Will be required to work weekdays and/or weekends, evenings and/or night shifts if needed to meet staffing requirements or deadlines.
- Will be required to work on religious and/or legal holidays on scheduled days/shifts.
- Will be required to work as necessary during emergency and/or disaster situations, i.e., before, during or after a declared emergency or disaster.
- May be required to stay after workday to assist after an emergency until relief arrives.
- May be required to perform other duties as assigned outside the normal scope of responsibilities.



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### AMERICANS WITH DISABILITIES SPECIFICATIONS

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, see, talk, and hear. The employee is regularly required to use hands to finger, handle, or feel objects, office machines/equipment, or controls. The employee is regularly required to reach with hands and arms, climb or balance and stoop, kneel, or crouch. The employee must be able to lift and/or move up to 50 pounds which includes the lifting, pushing and/or pulling of supplies and equipment. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, color vision, and the ability to adjust focus. While performing the duties of this job, the employee may frequently be required to transport residents by driving company multi-passenger vehicles.

#### 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. Indoor, temperature controlled, smoke-free environment. Employee is exposed to outdoor climates.

Employee may work under stressful circumstances at times and may be regularly exposed to or potentially exposed to blood and body fluids.



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### Employee Acknowledgement

I understand that this Position Description is representative of the duties and responsibilities of my position and is not all-inclusive. I also understand that this position description does not create a contract of employment for any specified period of time and that either my employer or I can terminate our relationship at any time, for any reason, with or without notice.

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Employee Signature

Date

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Employee printed name

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Manager Signature

Date