



Position Description

Position Title: Direct Support Professional (DSP)

FLSA Status: Non-exempt

Revised and Approved: 7/1/25

Reports to: Home Manager

Schedule: As assigned

Staff Supervised: n/a

Job Summary

This position description outlines the typical duties and expectations of a Direct Support Professional. This position reports to the Home Manager. \$15.00 - \$17.00 based on experience. Fringe Benefits, PTO, 401K, Health Insurance after 6 months.

Qualifications and Education

- Requires High School Diploma or GED
- Must be 18 years of age
- Must have reliable transportation
- Must be able to complete all DODD training required for the position, to include, medication administration, delegated nursing, and CPR/First Aid.

Other Requirements

- Satisfactory results of Criminal Background Check including BCI/FBI, Automated Registry Checks (ARCS) and any other background check required by rule.
- Proof of a current and valid driver's license for state of residence; must be maintained throughout employment (no more than 4 points on driver's license)
- Proof of current vehicle liability insurance in at least the minimum required amount for state of residence; must be maintained throughout employment
- Completion of all other required documentation as requested.
- Ability to interact verbally with individuals, their families, and community officials to coordinate program services.
- Performs role in an ethical and courteous manner at all times.

Typical Duties

The following list describes typical duties of this position but is not intended to be an all-inclusive list. Employees will be asked to perform duties outside of this list based upon the needs of the agency and the people we serve.

- Provide support to people served by the agency. Supports include, but not limited to; laundry, dishes, shopping, meal preparation, recreation transportation, personal care, hygiene, bathing supports, oral/dental care, restroom supports. Some finance and budgeting may be required.
- Foster positive relationships between the people served, their peers and other team members.
- Ensure individual service plans, behavior plans (if applicable), physician orders, treatment plans (including medication), dietary plans (if applicable) and all other plan are implemented and followed as written by the person team and/or the healthcare professional.
- Ensure positive, professional and appropriate communications occur with families, friends, colleagues, healthcare professionals, county board staff.
- Ensure documentation is completed in totality at the end of each shift into the electronic system. This includes, timesheets, daily notes, goal documentation, medication logs, behavior plans, and all other required documentation set forth in the individual service plan and agency policy. Failure to complete documentation will result in progressive disciplinary action, up to termination.

Employee Behavior

- Employees of *Brighter Paths, LLC* are expected to perform their roles with the highest degree of ethical behavior, in a kind of caring manner, and to immediately report any instance of fraud, abuse or misappropriation to their supervisor or other company official.
- Disrespectful behavior is not tolerated, and any behavior that constitutes bullying or harassment to others will be grounds for immediate discharge.

Worker Injury

- Employees of *Brighter Paths, LLC* who have injuries of any kind while working are required to report such injury immediately to their supervisor, and to complete documentation of such injury within 24 hours on agency forms.

HIPAA and Confidentiality

- Employees of *Brighter Paths, LLC* are expected to protect the confidentiality of the information of the business and of those we serve.

Policy and Procedures

- Employees of *Brighter Paths, LLC* are expected to be familiar with the agency's policies and written procedures and to abide by them at all times.

By signing, staff member agrees to all aspects of the job description. Staff member acknowledgments:

No overtime is to be given unless prior approval by agency supervisor. (subject to disciplinary action for failure to comply)

All certification and personnel requirements must be kept up to date. (failure to do so will lead to removal from schedule and be subject to disciplinary action)

Staff member is not permitted to leave worksite without relief by another team member or by special permission by a Brighter Paths, LLC management representative. Failure to comply will lead to Major Unusual Incident investigation of Neglect and may result in termination.

By signing below, you acknowledge you have read and understand this position description, and you have been given an opportunity to ask questions regarding the position.

Staff signature: _____ Date: _____

Agency Signature: _____ Date: _____