Status: Part-time/Non-exempt
Reports to: Sr. Program Director
Hourly Pay: $19.00 (up to 24 hrs. per week)

Job Objective
To obtain a position as a Direct Support Professional (DSP) dedicated to empowering individuals with disabilities to lead self-directed, fulfilling lives and actively participate in their communities. Committed to supporting daily living activities, fostering inclusive attitudes and behaviors, and ensuring safety and personal growth through consistent, compassionate care. This role will be performed both at Lakewood, CO facility and within the community, in full compliance with safety guidelines. Availability includes Mondays, Wednesdays, and Fridays from 8:00 AM to 3:00 PM.

Essential Duties and Responsibilities:
Daily Programming Responsibilities
As a Direct Support Professional (DSP), responsibilities include:

- **Transportation Support:** Safely transport individuals to and from scheduled activities and community outings.
- **Plan Implementation:** Assist in executing individualized service and behavioral plans, ensuring goals are met with consistency and care.
- **Activity Engagement:** Support individuals in pursuing recreational, social, and community-based activities aligned with their interests and personal plans.
- **Social Development:** Encourage the formation and maintenance of meaningful social connections and networks.
- **Community Inclusion:** Promote active participation in community events and outings to foster inclusion and personal growth.
- **Schedule Adherence:** Maintain punctuality and reliability across all assigned shifts. Request time off in advance and communicate any schedule changes promptly to supervisors.
- **Rights Advocacy:** Ensure the protection of each individual's rights in all settings and interactions.
- **Respectful Care:** Treat all individuals with dignity, compassion, and respect, upholding the highest standards of person-centered support.

Activities of Daily Living

- **Medication Support**: Remind individuals to take prescribed medications as scheduled. If QMAP-certified, administer medications in accordance with established protocols.
- **Health Monitoring**: Observe and document any changes in behavior or physical health that may result from medication administration, and report concerns promptly.

- **Personal Care Assistance**: Support and encourage individuals in attending to immediate personal needs, including toileting, handwashing, and eating, while promoting independence and dignity.

Documentation Responsibilities

- **Program Data Entry**: Accurately document all relevant program data, including individual service plans, behavior plan progress, community integration logs, and assessments.
- **Timely Reporting**: Ensure all documentation is completed thoroughly and submitted on time, maintaining compliance with organizational standards and protocols.
- **Shift Communication Logs**: Maintain detailed communication logbooks during each shift, Monday through Friday, up to 28 hours per week.

These essential duties/ responsibilities are not intended to be an exhaustive list of all duties, responsibilities or qualification associated with the job

Qualifications

- 1-2 years' experience supporting individuals with developmental disabilities.
- Valid Colorado driver's license and reliable transportation.
- Able to pass Colorado and Federal background checks and a motor vehicle report.
- Strong organizational and multitasking skills with attention to detail.
- Excellent interpersonal skills across all levels of staff and partners.
- Emotionally mature and discreet with confidential information.
- Adaptable, service-oriented, and responsive to competing demands.
- Proficient with technology (e.g., computer, email).
- Comfortable working in both virtual and in-person settings.
- Effective written and verbal communication skills.

Benefits Offered

This part-time position would not qualify for healthcare benefits; however, would qualify for coverage under workman's compensation insurance and part-time holiday pay working a minimum of 20 hours a week.

Physical Requirements

This position involves medium physical work. The employee may be required to:

- Exert up to 50 pounds of force occasionally
- Exert up to 30 pounds of force frequently
- Exert up to 10 pounds of force constantly to move objects

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

M/F/D/V/G EOE E-verify Employer