



**Job Title: Direct Support Professional**

**FLSA Status: Non-Exempt**

**CA Wage Order 15**

## **5 Principles of Supported Living Services**

1. Home of One's Own
2. Choice & Self-directed
3. Relationships
4. Community Membership
5. Flexible, Tailored Supports

## **Expectations**

Creative Living Options is a nonprofit organization that provides services funded pursuant to the Lanterman Developmental Disability Act under vendorization with Alta California Regional Center. The Direct Support Professional supports individuals with developmental disabilities receiving Supported Living Services partnering closely with all paid and unpaid companions/support persons and circles of support while promoting the health, safety, and well-being of individuals. A Direct Support Professional serves as an advocate for individuals in communicating their needs and goals.

- Attend to the care of the consumer, including assisting with grooming, bathing, hygiene, toileting to include incontinence, feeding, and other individual needs they may have.
- Support the needs and goals of the consumer by taking them to medical appointments, visiting family and friends, to preferred leisure/recreational activities, and encouraging them to socialize with peers.
- Implement approved emergency procedures in the event of a fire, earthquake, or other natural disaster.
- Attend staff meetings and participate in continuing education.
- Participate in the development of the IPP/ISP goals and provide coaching to achieve IPP/ISP goals.
- Maintain accurate daily notes and tracking forms.
- Coach the consumer in their purchase of supplies and during meal prep to encourage healthy life choices.
- Maintain a clean, safe, and healthy environment by cleaning the home, informing the Community Support Facilitator about any broken/inoperable items, locking up medication and toxic chemicals, and reporting any problems that could cause injuries or illness.
- Report special incidents and suspected abuse according to applicable laws and regulations.
- Report ANY unusual occurrences/activities and health & safety issues to the manager on duty in a timely manner.
- Perform other duties as assigned.

**Mandatory Qualifications**

- High school diploma or equivalent.
- Positive attitude.
- Flexible interpersonal skills.
- Good judgment.
- Willing to participate in ongoing training and education.
- Able to lift/move up to 50 pounds.
- Become In Home Support Services (IHSS) certified within 30 days of hire.

**House-Specific Qualifications**

- Reliable vehicle.
- Driver license.
- Current California auto insurance.
- Clean driving record.

**Benefits (for full-time employees)**

- Medical, Dental, and Vision Insurance
- Vacation / Paid Time Off
- Sick Time
- On-the-job training