

## **DANVILLE SERVICES CORPORATION DIRECT SUPPORT JOB DESCRIPTION**

### **Job Summary**

Direct Support employees support Danville clients to achieve their desired quality of life and ensure optimal health and safety, provide prescribed support and supervision, assist clients to be as independent as possible, and to maintain their homes so they are clean, safe, and hazard free.

### **Essential Job Responsibilities**

- Behavior should be professional at all times and consistent with Danville's culture, mission, values, philosophy, and policies and procedures. Expectations include, but are not limited to, complying with Danville's Code of Conduct and Personal Conduct policies, treating clients and others with dignity and respect, contributing to clients' quality of life, contributing to a harmonious working environment, and maintaining good working relationships with co-workers, management, parents, case managers, and any state or government representatives that employees may come in contact with.
- Assist clients in maintaining safe and healthy lifestyles, and monitor for changes in their general health, appearance, behavior, and patterns of activities. Duties may include, but are not limited to, assisting clients with self medication protocols per physician orders and Danville protocols, following the emergency plan per program requirements, following all health and safety protocols, and documenting appropriately.
- Responsible for monitoring and maintaining a clean, safe, and secure environment for clients at all times. Responsibilities may include, but are not limited to, following policies regarding sanitary conditions, health, and safety, keeping homes clean, neat, and in good repair, conducting required evacuation drills, earthquake training, and other safety training, and maintaining line of sight supervisor to assure all clients are present during activities, when at home, at work, or in the community.
- Provide training and assistance to all clients in making healthy dietary choices, and following any pre-established orders by medical professionals. Responsibilities may include, but are not limited to, ensuring there is adequate food supply, ensuring clients are supported in preparing and in cleaning up after meals, and completing grocery shopping.
- Plan and support clients in daily activities, which may include, but not limited to, household chores, recreational activities, learning activities, physical fitness activities, and money management.

- Responsible for promoting and assisting clients with personal hygiene skills and tasks in order to ensure good hygiene, grooming standards, and total care objectives are met. Hygiene and grooming includes all aspects of personal care, and may include, but not limited to, assisting with bathroom responsibilities, ensuring clients complete shaving, brushing teeth, bathing/showering, shampooing, and dressing appropriately for the weather and type of activities.
- Complete paperwork, as necessary, to meet Danville, federal, and state regulatory requirements.
- Complete required, on-going training requirements within Danville and state required timeframes and meeting region required competency levels.
- Report to work on time, and if unable to report to work, or if there is a need to come to work late, or leave early, follow Danville's approval policy.

### **Additional Job Responsibilities**

- Safely transport clients to and from recreational activities, errands, work, and personal appointments, and comply with Danville's vehicle safety, maintenance, and cell phone use policies.

### **Minimum Qualifications**

#### **Education and Experience**

- High school diploma, or equivalent, preferred, unless required by state law
- 0-3 years working in human services, preferably with adults or children with disabilities

#### **Additional Requirements**

- Required to pass a criminal background check
- Must be 18 years or older
- If responsible for driving while on work time, must be at least 21 years of age, have a valid driver's license, and insurable driving record

#### **Knowledge Skills and Abilities**

- Ability to lift 50 pounds
- Basic fluency in oral and written English

### **Special Skills/Training/Certifications**

- State required training and/or certifications preferred

### **DISCLAIMER**

Danville believes that each employee makes a significant contribution to our success and should not be limited by assigned responsibilities. Therefore, this job description is designed to outline primary responsibilities and qualifications. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our company.