**Omelagah, Inc**

**Direct Service Professional, SLS – Job Description**

**Job Title:** Direct Service Professional, Supported Living Services

**Department:** Supported Living Services(SLS)

**Reports to:** Program Supervisor

**Work Location(s):**  San Mateo, CA

**Shift:** All shifts available

**Compensation:** $12.00 - $13.00 per hour

**Employment Status:** Full-Time and Part-Time positions available

**Position Summary**

Under direction from the Program Supervisor, the Direct Service Professional provides support services to individuals with developmental disabilities in a supported living setting. The Direct Service Professional provides training, assistance and support services to clients in a manner that ensures their health, safety and successful achievement of service objectives outlined in their Individual Service Plan (ISP). This role requires a high level of cleanliness and strong domestic skills (such as being able to cook healthy meals, and helping purchase healthy food). Other key responsibilities include all of the following: help with medical appointments, help implementing an exercise program, hygiene assistance, recreation, and medication monitoring.

We are looking for people who enjoy working with people with disabilities, are interested in teaching and encouraging healthy eating and a positive lifestyle. Candidate’s availability and flexibility to work when needed is a plus. We are also looking for someone interested in working with people with challenging maladaptive behaviors.

**Job Duties and Responsibilities:**

* Provide adaptive skills training to clients in areas of daily living, including, but not limited to following activities: shopping, budgeting, safety awareness, community access, positive relationship building, physical fitness, positive recreation, conflict resolution, anger management, coping skills, resisting peer pressure and maintaining a clean and healthy living environment;
* Provide supervision and redirection to prevent the manifestation of maladaptive behaviors that may lead to recidivism;
* Responsibility for the health and safety of assigned client;
* Maintain client confidentiality. Follow reporting procedures regarding denial of rights and special incident reports;
* Communicate with other staff regarding any changes in regulations, policies and procedures and general information pertaining to the program;
* Assist client with coordination of medical services, nutrition, personal hygienic and meal preparations. Coordination of clients personal hygiene needs may require exposure to bodily fluids (feces, urine, blood etc.);
* Assist client with household management needs including but not limited to the following: regular upkeep and maintenance, paying bills, developing schedules and routines, record keeping, and documentation;
* Monitor client progress towards Individual Service Plan (ISP) objectives by maintaining and submitting weekly progress notes;
* Facilitate the full inclusion of individuals with disabilities in the recreation, volunteer, and employments sites of their choosing;
* Create and use natural supports and support client in a person centered manner;
* Teach community awareness to clients while they access their community via public transportation and travel training;
* Promote full engagement of each client in each activity;
* Recognize unusual or threatening conditions related to persons with disabilities and resolve issues if necessary;
* Attend required training and staff meetings;
* Adhere to and all Omelagah, Inc. policies, procedures and program rules;
* Other duties as assigned;

**Minimum Job Qualification**

* Must pass fingerprint background check (Child Abuse Index, Criminal Record Clearance);
* Must be 18 years of age;
* Possess a valid California state driver’s license;
* Recent, clean TB test and health screening (within one year);
* First Aid/CPR certification required (within 2 weeks);
* Clean DMV printout and proof of auto insurance;
* Ability to work independently and display good independent judgment;
* Strong time management skills, patient and detailed oriented;
* Ability to utilize critical thinking skills in decision-making situations;
* Excellent oral communication skills;
* Fluent report writing skills;
* Strong interpersonal skills and the ability to interact with clients, parents, social workers, fellow workers, and others in a positive and constructive manner;
* Willingness to work flexible hours including nights and weekends to meet client needs;

**Benefits Available to Employees:**

* Paid time off
* Paid company holidays
* Health insurance for medical and vision coverage and dental coverage
* Recognition and incentive programs

**About the Company:**

Omelagah, Inc. is a family-owned community-based organization that provides support services to individuals with developmental disabilities. Our mission is to support individuals with developmental disabilities with a history of forensic involvement or individuals who may be at risk of involvement with the criminal justice system, live productive law abiding lives in the least restrictive community setting. We are passionate in our belief that people with developmental disabilities deserve the right to live and thrive in the least restrictive community setting. We strive to improve the lives of the people we support and the communities they live in, through the implementation of structured community-based programs. We achieve our mission through the following services: Supported Living Services (SLS), Residential Services and Adaptive Skills Training. For more information, please visit us at [www.omelagah.com](http://www.omelagah.com)