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**Direct Support Professional – Job Description**

**Job Title:** Direct Support Professional (DSP)

**Work Location(s):**  Redwood City, CA

**Shift(s):** Weekday and/or Weekend shifts available

**Compensation:** $13.00 an hour

**Employment Status:** Part-Time or Full-Time/Non-Exempt

**Position Summary**

Under direction from the House Manager, the Direct Support Professional (DSP) will provide direct care and support to individuals with developmental disabilities. DSP’s provide hands-on training, assistance and support services to individuals with developmental disabilities 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 developmental disabilities and who are interested in teaching and role modeling a positive lifestyle. Candidate’s availability and flexibility to work when needed is a plus. We are also looking for candidates interested in working with people with challenging behavioral issues and people with development disabilities who have had involvement with the criminal justice system.

**Job Duties and Responsibilities:**

* Provide direct care and supervision to clients during daily activities. Examples of activities include: 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 home environment;
* Address basic care needs of clients including but not limited to the following: medical, nutritional, hygienic, activities of daily living (ADL’s), social, recreational, personal management, transportation, meal preparations, etc. personal hygiene needs may require exposure to bodily fluids (feces, urine, blood etc.);
* Basic household needs including but not limited to the following: custodial, maintenance, schedules and routines, record keeping, documentation, etc;
* Perform adaptive skills training with clients which include but are not limited to the following: cooking, laundry, telephone, community awareness and access, relationships, budgeting, etc;
* Participate in the assessment process and collection of data;
* Participate in the design and implementation of each client’s programs, collection and analysis of ongoing data, and other assigned documentation pertaining to each clients program;
* 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;
* 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;
* Promote community engagement and client rights;
* Recognize unusual or threatening conditions related to persons with disabilities and resolve issues if necessary;
* Attend required company trainings and staff meetings;
* Adhere to and all Omelagah, Inc. company 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)

**How to Apply:**

To apply for this position, please send your resume and cover letter to [jobs@omelagah.com](mailto:jobs@omelagah.com)