



## **Job Description – Direct Service Professional (DSP)**

**The Direct Service Professional (DSP) is responsible for providing direct care, supervision, and support to individuals residing in a supervised living environment operated by Skayter Dean LLC. The DSP plays a critical role in supporting residents' health, safety, independence, and overall quality of life while ensuring services are delivered in accordance with DHSR requirements, individualized service plans, and agency policies and procedures.**

### **Primary Responsibilities**

- Assist with daily routines, personal care, and community involvement, while ensuring safety and well-being.
- Provide assistance with Activities of Daily Living (ADLs), including bathing, grooming, dressing, and toileting, in a manner that promotes dignity, independence, and safety.
- Support Instrumental Activities of Daily Living (IADLs), including meal preparation, housekeeping, laundry, and organization of personal space.
- Assist with and monitor medication administration in accordance with physician orders, training, and agency policy.
- Implement person-centered plans, behavior support strategies, and skill-building activities.
- Observe, document, and report changes in residents' physical condition, behavior, or emotional status.
- Maintain accurate documentation including daily notes, incident reports, medication logs, and shift checklists.
- Provide transportation assistance and accompany residents to appointments and community activities.
- Respond appropriately to emergencies, crises, and behavioral incidents following agency protocols.
- Maintain a clean, safe, and orderly living environment.
- Protect residents' rights, dignity, privacy, and confidentiality.
- Communicate effectively with supervisors, Qualified Professionals, and care teams.



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#### Required Documentation

- TB Skin Test or TB Screening documentation (valid within the last calendar year)
- Current First Aid & CPR Certification
- Medication Administration Certification (if passing meds)
- Vehicle Registration and insurance (if transporting residents)
- Valid Driver's License
- Social Security Card
- Current Resume

#### Additional requirements

- Ability to pass criminal background check.
- Healthcare Personnel Registry clearance.
- Ability to meet physical demands of the position.
- Commitment to ethical conduct and confidentiality.
- Minimum of High School Diploma or GED.

**This job description is not intended to be all-inclusive and may be modified to meet program needs.**

#### Acknowledgment & Signatures

I acknowledge that I have received, read, and understand the Direct Service Professional (DSP) Job Description and agree to perform the duties as outlined.

**Employee Name (Print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager / Administrator Name (Print):** \_\_\_\_\_

**Manager / Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date of Hire:** \_\_\_\_\_