

FAMILY & COMMUNITY SERVICES, INC.
JOB DESCRIPTION

POSITION TITLE: Direct Support Specialist

DEPARTMENT/PROGRAM: MASCO, Inc.

REPORTS TO: Corporate Manager, Industrial Division

SCHEDULE: Full-Time, Monday-Friday, Work schedule will vary depending on customer schedule.

ESSENTIAL RESPONSIBILITIES:

1. Instruct, supervise, support and assist individuals in group work placements, work assignments within the organization and in community participation.
2. Assign individuals job duties based on abilities and demand.
3. Serve as a resource to individuals and employers to help individuals succeed in integration into their work and community environments.
4. Work closely with individuals and customers to insure that services are performed correctly and in a timely manner.
5. Provide relevant, individualized input that leads to developing the Individual Service Plan (ISP). Work with staff that attend the meeting to provide input into the plan. Assure the input reflects what is "important for" and "important to" the individual. The Direct Support Specialist accumulates this information from conversations and interactions with the individual over time leading to a comprehensive understanding of the desired outcomes and activities the person wants to accomplish a better life.
6. Deliver services authorized in the ISP. Assure understanding of the requirements of Providers in the ISP. Assure other staff that may work with assigned individuals know how to deliver appropriate services. Plan for and implement activities that lead to the individuals accomplishment of their outcomes. Particular attention is required for specialized services that may be provided for individuals with high medical needs and/or behavior supports.
7. Complete necessary information for daily documentation, meetings, incident reports, filing, purchase orders, and any other required forms or logs as assigned. Possesses working knowledge and be able to implement requirements of laws, rules and company policies, including but not limited to U.S. Department of Labor, Ohio Department of Developmental Disabilities and Ohio Bureau of Worker's Compensation as applicable.
8. Complete and submit as instructed all required documentation in a manner that is legible, accurate, timely, and inclusive of all required information, including documentation for services that are funded by Medicaid and documentation for work completed by individuals under U.S. Department of Labor regulations.
9. Develop and maintain working knowledge of rules related to Unusual Incidents and Major Unusual Incidents and report in accordance with rules and agency policy. Position-holder may be involved in problem-solving and corrective action related to these incidents
10. Attend and complete necessary training in accordance with agency requirements.
11. Represent Portage Industries, Inc. in a professional manner to customers, individuals and the community.
12. Must be able to take initiative and to work effectively with little supervision.
13. Maintains confidentiality of records and information.
14. Must maintain positive rapport in all interactions at any work site. Works cooperatively with all service providers that are connected with individuals served. Takes direction from management and

FAMILY & COMMUNITY SERVICES, INC.
JOB DESCRIPTION

works with management to continuously improve services at all work locations. Function as a team leader in planning and implementing daily services. Direct Support Specialist will assign and oversee work on a daily basis.

15. Treat all individuals with dignity and respect, prioritize individual needs, and advocate for people served.
16. Model attendance at work, involvement as a team player and other desirable worker traits.
17. Transport individuals as assigned and in accordance with agency policy.
18. Maintain required licensures and certifications as appropriate.
19. Perform duties in a safe manner and in such a way as to prevent injury to self or others.
20. Independent decision-making.
21. Perform related duties as required by management or the customer.

WORK ENVIRONMENT

1. May be exposed to infectious disease.
2. May work with individuals with behavioral supports
3. May be exposed to chemicals commonly found in an office environment (i.e., toner, correction fluid, etc.).

QUALIFICATIONS:

1. Must be a positive role model to individuals in all aspects of the job. Must be able to maintain an effective and positive working relationship with individuals, motivating them to their best performance. Display a positive attitude towards individuals, customers, programs and the organization. Interact cordially and productively with a variety of people. Self starter and self motivated.
2. Position holder is expected to draw out the best in workers, positively representing their skills and abilities in a workplace. Must be able to teach, coach and model desirable worker traits. Assist in problem solving, ability to see issues that need to be addressed and find solutions, skill in coordinating the efforts of people to accomplish a goal. Excellent communication skills required.
3. Basic computer knowledge.
4. Basic high school level math and reading skills required. Submit required documentation and meet job responsibility deadlines as assigned.
5. Ability to relate in a variety of business, industry and service environments. Must be able to perceive what needs to be done and accomplish the task. Organizational, people and communication skills are necessary to be successful in the position.

MINIMUM EDUCATIONAL/LICENSURE REQUIREMENTS:

1. Minimum of high school diploma or GED.
2. Position-holder must hold or obtain an appropriate certificate issued by the Ohio Department of Developmental Disabilities. Must maintain valid driver's license.

PHYSICAL REQUIREMENTS:

- Sitting: 0 hours per 8 hour work shift.
Alternates frequently to walking and standing.
- Standing: 6 hours per 8 hour work shift.
Alternates frequently to walking and occasionally to sitting.
- Walking: 2 hours per 8 hour work shift.
Alternates frequently to standing and occasionally to sitting.

**FAMILY & COMMUNITY SERVICES, INC.
JOB DESCRIPTION**

LIFTING:

<u>Weight</u>	<u>Frequency</u>	<u>Objects</u>
1-10 lbs.	Frequently	Equipment/charts/materials
11-20 lbs.	Frequently	Equipment/charts/materials
21-35 lbs.	Frequently	Equipment/charts/materials
36-50 lbs.	Occasionally	Equipment/charts/materials
51-75 lbs.	Occasionally	Equipment/charts/materials

CARRYING:

<u>Weight</u>	<u>Frequency</u>	<u>Objects</u>
1-10 lbs.	Frequently	Equipment/charts/materials
11-20 lbs.	Frequently	Equipment/charts/materials
21-35 lbs.	Frequently	Equipment/charts/materials
36-50 lbs.	Occasionally	Equipment/charts/materials
51-75 lbs.	Rarely	Equipment/charts/materials

Pushing:	Occasionally	Equipment
Bending:	Frequently	Equipment/materials
Squatting:	Occasionally	Equipment/materials
Kneeling:	Occasionally	Equipment/materials
Crawling:	Rarely	Equipment/materials
Climbing:	Rarely	Equipment/materials
Reaching:	Frequently	Equipment/materials
Grasping:	Frequently	Equipment/materials
Fine Manipulation:	Frequently	Equipment/materials

Frequency Scale: Never = 0% Occasionally = 11-33% Continuously = 67+%
 Rarely = 1-10% Frequently = 34-66%

I have read this position description and to the best of my knowledge, I believe that I can perform these duties and state that I meet the requirements for this position.

Employee Name (please print)

Date

Employee Signature

Revised Date: 02/26/2018