



60 Marwood Circle, Youngstown, OH 44512

JOB DESCRIPTION

| | |
|---|---|
| Position Title: Direct Support Specialist, Part-Time | Reports To: Corporate Manager, Industrial Division |
| Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt | |

| |
|---|
| Essential Functions: |
| 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 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. Models 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.). |

- Work Schedule:** Part-time, up to 29.75 hours per week, schedule may vary.
1. **Personality:** Must be a positive role model in all aspects of the job. Must be able to maintain an effective and positive work environment.
 2. **Computer:** Basic computer skills.
 3. **Literacy and Numbering:** Basic math and reading skills required.
 4. **Business Skills:** 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 this position.
 5. **Education Requirements:** Minimum of High School Diploma or GED.
 6. **Physical Requirements:** Will vary by assignment. Must be able to lift 50 pounds, bend, twist, crouch and stoop.

| | | | |
|-----------------------|--|-------|--|
| Employee Signature: | | Date: | |
| Supervisor Signature: | | Date: | |

Pre-employment Offer: Any applicant recommended for hire in this position must pass a pre-employment physical examination and a criminal background test.

Non Discrimination: MASCO, Inc. does not discriminate in hiring and employment on the basis of handicap, race, color, creed, national origin, gender or age.