



LIFE ADJUSTMENT CENTER, INC.

JOB DESCRIPTION

DAY HABILITATION & COMMUNITY HABILITATION

DIRECT CARE/SUPPORT PROFESSIONAL

Application:

This job description applies to all part-time, full-time and per diem DSP's. Full-time DSP's have the overall responsibility of case management for their assigned clients.

General Functions:

Has primary responsibility for the direct care and development of each client by providing assistance and training in (1) Activities of daily living, and (2) Development of self-help and social skills. Provides and ensures a safe and normalized home-like environment in order to promote client progress.

Qualifications:

A minimum of a high school diploma and one year work experience in a program for the intellectually/developmentally disabled.

Responsibilities:

1. Participates in appropriate activities relating to the overall care and development of the clients including but not limited to referral, planning, initiation, coordination, implementation follow-through, monitoring and evaluation of individual treatment plans.
2. Participates in interdisciplinary treatment team meetings and regularly scheduled reviews, as required, to ensure activities in #1 are met.
3. Has working understanding of each client's medical, psychosocial history and is thoroughly familiar with the individual medical and treatment records.
4. Maintains ongoing knowledge of each client's medical, psychological, cognitive and social needs and ensures that programming is appropriate to needs and treatment goals.
5. Implements treatment plans by providing training to clients in specific performance areas, including but not limited to activities of daily living, food planning and preparation, apartment and room maintenance, budgeting and money management, recreation and leisure time.
6. Maintains and submits timely and accurate reports regarding the developmental status, progress and other related information concerning the client. This includes but is not limited to daily goal data, monthly progress notes, summaries and other reports as required.
7. Must participate in in-service training programs and staff meetings as required. Failure to attend in-service training and/or staff meetings will result in disciplinary action up to and including termination of employment.

8. Successfully participates in and passes medication certification course(s) and demonstrates continued proficiency in the administration of medications per established policies.
9. Organizes, assists, supervises and, when necessary, prepares meals for clients.
10. Ensures a safe and clean environment for clients at all times. Informs the Habilitation Manager of physical plant needs and/or of required repairs.
11. Records and submits client incident reports per established agency policy.
12. Promptly informs the Habilitation Manager or Coordinator of any serious incident or violation of client and/or staff rights per established policies.
13. Appropriately communicates to staff and supervisors, both verbally and in writing (i.e. incident reports, residence log book), pertinent client and/or program issues ensuring the continuity of care and efficient operation of the residence. Reads Residence Log Book daily.
14. Assumes responsibility for agency and/or client funds personally assigned for purposes of making client or program purchases.
15. Obtains and submits accurate receipts for items or services purchased through agency (i.e. petty cash) or client personal funds.
16. Transport customers to and from plan outings.
17. Performs related duties as assigned by the Habilitation Manager.

Reporting Relationship:

DSP's report to and are supervised by the Habilitation Manager, or the Assistant Manager for specified functions. Receives clinical supervision from the Clinical Coordinator regarding treatment interventions and record keeping requirements.

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