



Growing Opportunities, Inc
Job Description
Direct Support Provider (DSP)

Qualifications

The Direct Support Provider provides direct service to the child in the child's home and community. He or she must meet the following:

- Must be at least eighteen (18) years of age or older, and hold a High School diploma or the equivalent.
- Have a valid Maine driver's license and possess a driver's record meeting Growing Opportunities criteria, have liability insurance meeting Growing Opportunities, Inc. required limits, and have reliable transportation.
- Pass pre-employment screening to include a DHS background check, criminal background and driving record check, and periodically after hire.
- Habilitation Specialist / Behavior Specialist Level 1 certification preferred.

The Direct Support Provider will be responsible to the Field Supervisor, Program Supervisor and the Executive Directors of Growing Opportunities, Inc.

A Direct Support Provider affirms the right of children with disabilities to have the opportunity to make choices for themselves and to exert a measure of control over their physical and social environment. Quality standards include the following:

- utmost respect for persons with disabilities and their families in all interactions.
- knowledge of developmental disabilities and treatment/support strategies.
- participate in the development & implementation of *Individual Treatment Plan*.
- ability to access and employ community resources.
- knowledge of individual civil rights.
- conduct all activities and interactions in a professional, caring manner.
- work in a cooperative and collaborative manner as a team member.

Additional Duties and Responsibilities

Provide in home & community support.

1. Adherence to the objectives & methods in the *Individual Treatment Plan (ITP)*.
2. Adherence to the child's safety plan.
3. Attend all ITP meetings for the child as designated, and any applicable meetings approved by Administration.
4. Maintain accurate up-to-date daily progress notes and reports in a timely manner.
5. Provide transportation for children, as needed, as indicated in the ITP, ensuring safety at all times.
6. Carry out all other duties and responsibilities as assigned.



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Requirements (Growing Opportunities, Inc. will provide trainings)

1. Blood Borne Pathogens /Universal Precautions
2. CPR Certification
3. 1st Aid Certification
4. MANDT/NAPPI Certification (program specific 7-14 hours)
5. Mandatory attendance all scheduled supervisions.
6. Successful completion of Certification course within 6 months of hire (BHP).
7. Successful completion of Employer’s orientation program.
8. Successful completion of other trainings that may be required by Growing Opportunities, Inc.

Expectations & Working Conditions (include but are not limited to)

1. Reports to work when scheduled and on time.
2. Become familiar with the program and its mission.
3. Become familiar with the organization and personnel.
4. Compliance with Growing Opportunities, Inc. policies and procedures.
5. Appropriate personal appearance.
6. Be able to spend time indoors and outdoors year round.
7. May be exposed to contagious diseases, including but not limited to, HIV and Hepatitis B.

I understand that I am an at will employee. I am subject to dismissal or discipline without notice or cause, at the discretion of the employer. I also understand that this means I am free to quit my employment at any time, for any reason, without notice. I understand that no representative of the company, other than the directors, has the authority to change the terms of an at-will employment and that any such change can occur only in a written employment contract.

I have read, understand, and agree to abide by the above job related guidelines:

Signature Date

Witness Date