



<b>Job Title:</b> Direct Support Professional 3		<b>Unit:</b> Developmental Disabilities	
<b>Status:</b> Full time		<b>Location of Position:</b> Walton County	
<b>Posting Date:</b> August 30, 2019	<b>Application Deadline Date:</b> Until filled	<b>Job Code:</b> SSS011	

**Direct Support Professional 3**

**Position summary:**

Under broad supervision, assists with daily living activities at the person's home, in a daytime non-residential facility or a residential facility. Observes and monitors client's behavior and charts observations and incidents. Provides Training of basic personal and social skills, simple Academics, or work skills to consumers/students in a state School, hospital, juvenile detention facility, residence, Group home, workshop, or supported employment Environment. May assist with meal preparation, ensuring or encouraging client group activity, providing Transportation, and/or limited case management. Performs lead worker functions to include assigning and functions to include assigning and reviewing subordinates work.

**Job Responsibilities & Performance Standards:**

**1. Performs job responsibilities with minimal supervision**

1. Reviews participant schedules, supports and methods to assure compliance with individual service plans.
2. Provides work assignments, directions, and assistance to staff by clearly communicating plans and needs, modeling appropriate behavior, and, coaching staff in managing difficult or unusual situations.
3. Reviews activity schedules to ensure conflicts do not exist with other planned or scheduled programs for consumers.
4. Ensures training, work and leisure activities and the materials and methods used are appropriate.
5. Monitors the implementation of service plans and ensures the methods are appropriate for achieving the established goals of the service plan.
6. Observes techniques and interactions to assure appropriate behavior support measures are being used.
7. Provides direct support in skill development as outlined in the ISP (Individual Service Plan).

**2. Serves as job expert or organization resource in assigned areas**

1. Evaluates assigned consumers using appropriate assessment tools to determine functional levels. Reevaluates consumers according to established schedules.
2. Makes appropriate determination of consumer's strength and needs.
3. Contributes vital assessment and skills evaluation results to appropriate staff members to use in the development of individual service plans.
4. Prepares appropriate plans designed to achieve the goals and objectives outlined in the individual service plan.
5. Uses evaluations, assessments, and records from direct observations to make recommendations for the development and adjustments to the individual service plan(s).

**3. Performs lead worker functions including assigning and reviewing subordinates' work**

1. Prepares accurate and timely reports on all consumer/student training activity as required by local policies and procedures.
2. Maintains individual records on each consumer/student and files training and progress information in accordance with established policies and procedures
3. Prepares and submits reports on standardized tests and/or other assessment tools used to determine functional levels or consumer satisfaction and Quality of Life measures in accordance with established policies and procedures.

**4. Arranges for needed medical care and provides needed services to assure that medical care is obtained**

1. Intake, assessment and development of individualized person centered plans, or case management
2. Community Living skills (Residential, Personal and Social Services).
3. Community Employment programs.

**5. Assists in presentation of educational group lectures related to appropriate topics**

1. Matches consumers to appropriate jobs and negotiates terms and conditions of employment.
2. Insures regular contacts with area employers to describe benefits of diversity in the workplace.
3. Selects consumer with skills appropriate for prospective employer's needs.
4. Appropriately support of consumer in interview techniques, proper attire, or other necessary skills.
5. Analyzes job and routines that meet the employer's needs. Negotiation of employer agreement with identified routines, work schedules, pay rates, and other conditions of employment.
6. Prepares or directs the preparation of specific job analysis on consumer's job responsibilities, as needed.

**6. Assists with the development of an individual service/treatment plan for each assigned consumer/student**

1. Follows state laws and departmental guidelines to safely transport participants in various sizes of vehicles.
2. Transports assigned participants to appointments, social functions and leisure activities within established time frames.
3. Uses vehicle safety equipment in an appropriate manner to load and unload passengers.
4. Maintains appropriate operator's license to perform transportation duties.

**7. Cares for individuals and families during periods of incapacitation, family disruption or convalescence, providing companionship, personal care, and help in adjusting to new lifestyles**

1. Assesses participants' work and leisure preferences by exposing them to a variety of age-appropriate in-home and out-of-home activities and by discussing choices with them.
2. Surveys existing community work/ leisure activities and arranges participants' involvement.
3. Fosters healthy relationships for participants by encouraging community leisure and recreational activities.
4. Completes all required documentation in a timely manner.

**8. Counsels and advises clients on behavioral problems, daily decision-making, and the resolution of minor problems**

1. Assists with evaluations to accurately determine the functional level of the participant.
2. Effectively works with other team members to develop appropriate long and short-range goals and objectives for assigned participants.
3. Assists with developing effective individualized plans for achieving established training objectives.
4. Obtains necessary data from participants, families, and significant others to assist staff in admitting participants for services.
5. Orients participants to facility, rules and regulations and expectations of program. Observes and monitors participants' behaviors and activities to ensure rules and regulations are understood and followed.

**9. Instructs and advises clients/residents on daily living skills in one-on-one or group instruction**

1. Actively participates in committee meetings as requested.
2. Provides feedback to appropriate parties in a timely manner.

**10. Observes and monitors client behavior**

1. Gives clear and concise work assignments to assigned staff.
2. Interacts with personnel helping with the training of participants in a positive manner.

**11. Participates in case reviews, consulting with the team to evaluate the client's needs and plan for continuing services**

1. Assists in providing case management functions when assigned, adhering to established guidelines and time frames.
2. Assists in preparation and presentation of educational group lectures.
3. Participates in supportive counseling, staff supervision sessions, program planning meetings, participant staffing and in-service training.
4. Actively participates in assigned committee meetings as requested and provides feedback to appropriate parties in a timely manner.

**12. Performs housekeeping duties, such as cleaning, washing clothes and dishes, and running errands**

1. Defines goals and/or required results at beginning of performance period and gains acceptance of ideas creating a shared vision.
2. Communicates regularly with staff on progress toward defined goals and/or required results, providing specific feedback and initiating corrective action when defined goals and/or required results are not met.
3. Confers regularly with staff to review employee relations climate, specific problem areas and actions necessary for improvement
4. Evaluates employees at scheduled intervals, obtains and considers all relevant information in evaluations and supports staff by giving praise and constructive criticism.
5. Recognizes contributions and celebrates accomplishments.
6. Motivates staff to improve quantity and quality of work performed and provides training and development opportunities as appropriate.

**13. Plans, shops for, and prepares meals, including special diets, and assists families in planning, shopping for, and preparing nutritious meals**

**14. Prepares and maintains records of client progress and services performed, reporting changes in client condition to manager or supervisor**

**15. Provides direction to other staff, volunteers etc. in providing discipline and instruction to participants**

**16. Provides transportation for clients/residents to appointments and activities**

**Minimum Qualifications:**

Bachelor's degree in a related field from an accredited college or university AND One year of related experience OR Associate's degree in a related field from an accredited college or university AND Two years of experience providing social or direct care services to groups of special needs individuals in a human services setting OR Three years of experience at the lower level Direct Support Professional 1 (SSS011) or position equivalent.

**Certificates, Licenses, Registrations:** Valid driver's license required

**TO APPLY**

Applications must be received by the deadline date to be considered. Apply for the available position by submitting your resume to [jcox@advantagebhs.org](mailto:jcox@advantagebhs.org). Once your resume is considered, you will be asked to complete the State Application.

Advantage Behavioral Health Systems  
Human Resource Recruiter  
250 North Avenue, Athens, Georgia 30601

*Applicants are subject to criminal records, drug screening, employment, and/or background checks.*

**(Internal) This announcement is ONLY open to employees of Advantage Behavioral Health Systems**

**Advantage Behavioral Health Systems is an Equal Opportunity Employer**