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Job Description

Job Title: Direct Services Provider – Support Services Provider and Independent Livings Skills Program

Department: Adult Community Services

Exempt XX Non-exempt Revision date: October 2020

**Reason position exists**:

* Provide instruction and/or supports to clients to maximize independent living skills and knowledge, and their independence and self-sufficiency in their home and community. Clients may be blind-hearing, deaf, hard of hearing or deafblind and may have additional disabilities, mental or physical conditions.

**Key Result Areas:**

The primary accountabilities for the position include:

* Provide instruction on independent living skills to clients
  + Meet weekly with client to teach and assist client to improve their independent living skills (ILS) and independence in general according to their goal plan
* Assist clients in achieving independence and self-sufficiency
* Assist the client in completing their daily living activities including but not limited to shopping, errands, processing mail, and utilizing community resources
* Assist with visual and environmental information including describing surroundings, locating items and reading labels and other print material that the client isn’t able to access independently
* Assist client to access and understand written communication
* Provide human guiding as necessary for safety when in the community
* Reporting and Administration
* Complete daily reports, progress reports and other reports/documents as directed by supervisor on time and in correct format
* Login weekly to check DBSM internal email system, stay up to date on email communications with clients and/or supervisors
* Participate in meetings as directed by supervisor
* Attend and complete required training annually and as directed by supervisor
* Positively contribute to DBSM’s mission, culture and values
* Assist clients to achieve their highest level of independence and self-sufficiency
* Make decisions and act in the best interest of clients, students and DBSM
* Offer hospitality to every visitor and to each other
* Demonstrate DBSM values in every interaction

**I will have performed my job well when I:**

1. **Provide timely, high quality work**

* Assist my clients to maintain independence and self-sufficiency
* Assist clients to engage in community-based activities
* Complete administrative and reporting responsibilities in a timely manner as directed
* Respect boundaries and follow agency and regulatory policies, rules and laws

1. **Contribute to the team**

* Assist other employees and departments if requested
* Share relevant information with co-workers

1. **Contribute to the mission**

* To assist clients to achieve their highest level of independence and self-sufficiency.
* Contribute positively to DBSM’s culture and work environment
* Demonstrate DBSM core values

**Physical Demands**

* The physical demands may vary by client and may require the ability to regularly walk, stoop, bend, reach overhead and lift
* Must be able to lift up to 30 lbs. on an occasional basis
* May include pushing, lifting and stowing in car some clients’ wheelchairs
* May require extensive tactile sign language communication
* Ability to drive to and from client’s home and to transport client in the community and drive throughout the Twin Cities seven-county metro area as needed (mileage driven with clients is reimbursable)

**Education and Experience**

* Minimally a High school diploma, GED or equivalent math and reading skills of a high school graduate
* Teaching/instructional skills and experience strongly desired (for ILS positions)
* Training or degree in education desired but not required
* ASL proficiency strongly desired as well as knowledge and experience using deafblind communication modes (low vision and tactile)
* Valid driver’s license with required insurance coverage

**Attributes:**

* Strong commitment to the DBSM mission and values
* Requires exceptional communication skills, creativity, patience, and the ability to adapt teaching methods to the individual client
* Practices safe work habits throughout all work activities
* Respect and desire to work with diverse people and organizations
* Strong work ethics/boundaries

**Acknowledgement**

This job description is not meant to be all-inclusive. It defines the critical job responsibilities and requirements only, which may change at any time, with or without notice due to agency needs, regulatory requirements or other factors.

Employee Signature: Date:

Manager / Supervisor Signature: Date:

Position: Direct Service Provider

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| --- | --- | --- | --- | --- | --- |
| **PHYSICAL REQUIREMENTS** | | | | | |
| **Requirement** | Never | Occasionally  15 min – 2.5 hrs | Frequently  2.5 – 5.5 hours | **Continuously**  **5.5 hours +** |
| **Lift** up to 10 pounds |  | x |  |  |
| 11-24 pounds |  | x |  |  |
| 24 – 35 pounds |  | x |  |  |
| 36 – 50 pounds |  | x |  |  |
| other |  |  |  |  |
| **Carry** up to 10 pounds |  | x |  |  |
| 11-24 pounds |  | x |  |  |
| 24 – 35 pounds |  | x |  |  |
| 36 – 50 pounds |  | x |  |  |
| other |  |  |  |  |
| Push |  | x |  |  |
| Pull |  | x |  |  |
| Reach overhead |  | x |  |  |
| Climb |  | x |  |  |
| Squat/Bend |  | x |  |  |
| Sit |  |  | x |  |
| Stand |  |  | x |  |
| Balance |  | x |  |  |
| Walk/Move About |  |  | x |  |
| Grasping simple or firm |  | x |  |  |
| Keyboard Manipulation |  | x |  |  |
| Work at heights | x |  |  |  |
| Operate heavy machinery | x |  |  |  |
| Operate desk machines |  | x |  |  |
| Exposed to changes in temperature |  | \*see below |  |  |
| Exposed to dust, fumes, gases, chemicals | x |  |  |  |
| Other | May require extensive tactile sign language communication | | | |
| **PRIMARY WORKING CONDITIONS** | | | | | |
| Average Noise Exposure | Normal home and community noise levels | | | | |
| Equipment Operated | Motor vehicle and some office equipment | | | | |
| Working Hazards | None | | | | |
| Other: May be exposed to pets and smoke in client homes. Guide dogs may be present. | | | | | |
| Exposure to outdoor environment and all weather conditions, as expected in Minnesota | | | | | |