



Job Description

Position Title: Direct Support Professional
Reports To: Director of Programmatic Operations
Hours: Not to exceed 20 hours per week – non salaried
Classification: Part Time

Qualifications

Education/Experience

High School Diploma or equivalent. 2 years of experience working with persons with developmentally disabilities in either a formal or informal setting preferred.

Communication Skills

Must be able to communicate all programmatic issues and concerns verbally, and in writing, to all individuals involved in the program, associated family members and significant others, the professional staff within The Arc of Cumberland County, and the New Jersey Department of Children and Families (NJDCF) and New Jersey Children's System of Care and the Division of Developmental Disabilities (DDD).

Other

Must be at least 18 years of age. Must establish employment eligibility by completing State/Federal Background checks, Drug Testing with negative results, Central Registry check as well as Child Abuse Record Information check (CARI). Valid Driver's and abstract, if the position requires driving.

All staff must successfully complete the State and Agency mandated training requirements. A pre-employment physical is required.

Working Conditions/ Physical Demands

Work is active, lifting person or objects may be required. Work is performed at The Arc of Cumberland County Program Center, the individual's residence or out in the community.



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Essential Functions

- Insures the health and safety of individuals during the provision of services.
- Completes all required documentation and reports as required.
- Understands and adheres to all New Jersey Department of Children and Families, New Jersey Children's System of Care, New Jersey Division of Developmental Disabilities and The Arc of Cumberland County policies and procedures that relates to the provision of services.
- Attends The Arc of Cumberland County meetings and all training sessions as required.

Individual Consumer Responsibilities

- Maintains a professional liaison between consumers in program, family and professional caregivers, relatives, and significant others.
- Provides assistance, care and instruction as indicated in the Individuals Service Plan.
- Completes required documentation as noted on the Service Plan.
- Establish a positive environment that nurtures the individuals needs.
- Protects the rights of consumer.
- Reports any instances of suspected abuse, neglect or exploitation as per Policy and Procedure.
- Will cooperate with The Arc of Cumberland County and official New Jersey staff with any investigation or inspection.

I acknowledge that I have read and understand all of the responsibilities related to this position as outlined in this job description.

Staff Member Signature

Date