

Building Bridges Developmental and Community Services, Inc.

Job Description & Duties

Employee Name:		Date:	
Title	DSP	Salary	To Be Determined
Location	Cabot/Lonoke	Category	<input type="checkbox"/> 1 FULL-TIME
Department	300 PSD	Schedule	Bi-wkly

BBDCS HAS DETERMINED THAT THIS POSITION IS "SAFETY SENSITIVE"

QUALIFICATIONS

1	High school degree or GED certificate.
2	One year experience in working with developmentally disabled
5	Satisfactorily pass drug screens,criminal background check, adult & child maltreatment check, FBI checks as required by BBDCS, DDS & DHS

ESSENTIALS PSD DSP JOB DUTIES AND RESPONSIBILITIES

1	Participates on Interdisciplinary Team for assigned consumer's Annual IPP with approval from Director of Children's Services; prepares and carries out training plans based upon the Annual IPP; evaluates consumer's performance and updated plans and methods at prescribed intervals: prepares materials for classroom;
2	Meets consumers at bus in mornings and assist in any lifting or consumer transportation as required also same for afternoon loading of bus.
3	Makes Director of Children's Services aware of any materials shortages or other problems perceived in the classroom.
4	Interacts well with consumers, staff and parent/guardian to promote a positive environment.
5	Assist classroom technicians in working with consumer to achieve progress in the specific goals and objectives set for each consumers.
6	Responsible for helping keeping neat, clean and orderly classrooms.
7	Assist with carrying out behavior modification policies established by supervising teacher;
8	Adhere to theBBDCS's HIPAA Policy and Procedure regarding privacy and the security of protected health information (PHI);
9	Work with consumer to achieve progress in the specific goals and objectives set for each individual;
10	All other assigned duties;

TO PERFORM THIS JOB SKILLS SATIFACTORILLY / THE REQUIREMENT ARE LISTED BELOW

A	LANGUARE SKILLS -ability to speak, read and communicate the English Language, read and interpret documents such as safety rules, operations manual, handbooks, reports, correspondence, files, etc. Must speak effectively before groups of consumers, employees, and other groups as needed.
B	MATHMATICAL SKILLS : ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
C	Reasoning Ability : Ability to apply commons since understanding to carry out instructions furnished in written, oral, or diagram form and deal with problem solving several concrete variables in standardized situations.
D	Other skills or abilities : Must have a comprehensive knowledge of behavior modification methods, the ability to analyze consumer problems and behaviors and understanding of operational procedures and the ability to help consumers work through problem solving.
E	Physical Demands : this described here are representatives of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties the employee is required to stand, walk, sit, use hands to fingers, handle or feel objects, tools, or controls, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, talk and hear. The employee must be able to lift or move up to 50 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
F	Work Environment : the work environment characteristics described here are representative of those employees encounter while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Emergency Evacuation Duties (attached)


List #	Job Title	Backup	Summary of Job
43	Client Care Director: PS- Emmy Zappa AD- Connie Cunningham	PS Coordinator: Certified Teachers & DSP AD Coordinator: _____ & DSP	Lockdown & Shelter in place, Evacuation, Client Assembly, Client Care
44	Client Release: PS: AD:	PS: _____ AD: _____ Available DSP Staff	Use Buddy system. The Client Release process is supported by runners. Responsibilities are to assure the reunification of client with their parents or authorized adult though separate Request/Release Gates.

BBDCS CONFIDENTIALITY AGREEMENT FOR WORKFORCE MEMBERS

SEC 1	I understand that BBDCS has a legal and ethical responsibility to maintain consumer privacy, including obligations to protect the confidentiality of Consumer Information and other Confidential Information such as financial data and operational information pertaining to BBDCS
-------	---

SEC 2	I understand that during the course of my employment (or locum tenens, internship, training, or other affiliation) with BBDCS, I may see or hear Consumer Information or other Confidential Information.
SEC 3	As a condition of my employment with BBDCS, I understand that I must sign and comply with this Agreement.
SEC 4	By signing this document I understand and agree that:
SEC 4.1	I will disclose Consumer Information and or Confidential Information only if such disclosure complies with BBDCS policies, and is required for the performance of my job.
SEC 4.2	My personal access code(s), user ID(s), access key(s) and password(s) used to access computer systems or other equipment, if any, are to be kept confidential at all times.
SEC 4.3	I will not access or view any information other than what is required to do my job. If I have any question about whether access to certain information is required for me to do my job, I will immediately ask my supervisor for clarification.
SEC 4.4	I understand that any Consumer Information or Confidential Information that I access or view at BBDCS does not belong to me.
SEC 4.5	I will not discuss any information pertaining to the organization in an area where unauthorized individuals may hear such information (for example, in hallways, on elevators, in the cafeteria, on public transportation, at restaurants, and at social events). I understand that it is not acceptable to discuss any organization information outside the organization even if specifics such as a consumer's names are not used.
SEC 4.6	I will not make inquiries about any organization information for any individual or party who does not have proper authorization to access such information.
SEC 4.7	I will not make any unauthorized transmissions, copies, disclosures, inquires, modifications, or purges of Consumer Information or Confidential Information. Unauthorized transmissions include, but are not limited to, removing and /or transferring Consumer Information or Confidential Information from BBDCS's computer system to unauthorized locations (for instance, home.)
SEC 4.8	Upon termination of my employment with BBDCS, I will immediately return all property (e.g. keys, document, ID badges, etc.) to BBDCS.
SEC 4.9	I agree that my obligations under this Agreement regarding Consumer Information and Confidential Information will continue after the termination of my employment with BBDCS.
SEC 4.10	I understand that violation of this Agreement may result in disciplinary action, up to an including termination of my employment, and/or suspension, restriction or loss of privileges, in accordance with BBDCS's policies, as well as potential personal civil and criminal legal penalties.

I HAVE READ THE ABOVE AGREEMENT AND AGREE TO COMPLY WITH ALL ITS TERMS AS A CONDITION OF MY EMPLOYMENT WITH BBDCS, INC.

Signatures, & Date	
Employee Signature	
Supervisor Signature	