

Building Bridges Developmental and Community Services, Inc.

Job Description & Duties

Employee Name:		Date:	
Title	DSP -Life Skills Instructor	Salary	To Be Determined
Location	Cabot RTW	Category	<input checked="" type="checkbox"/> 1 FULL-TIME
Department	851-SES	Schedule	Bi-wkly

BBDCS HAS DETERMINED THAT THIS POSITION IS "SAFETY SENSITIVE"

QUALIFICATIONS

1	Minimum of a High School Diploma or GED equivalent;
2	Able to work with people of differing backgrounds, occupations, skills, income, and educational levels;
3	Self-motivated with organizational skills.
4	Desired characteristics: Empathetic, tolerant, cooperative, supportive, creative, flexible, and able to think critically. Maintain confidentiality and discreteness;
5	Satisfactorily pass drug screens, criminal background check, adult & child maltreatment check, FBI checks as required by BBDCS and other licensing/certification agencies

DSP - ESSENTIALS JOB DUTIES AND RESPONSIBILITIES

1	Interdisciplinary Team - participates on this team for assigned consumer's Person Centered Plan (PCP) and Individual Habilitation Plan (IHP).
2	Annual IHP – as directed from the Employment Services Coordinator, prepares and carries out plans based upon the annual IHP; evaluates consumer's performance; update plans and methods at prescribed intervals; prepares materials for training plans; and submit training plans (quarterly reports) for approval by the Employment Services Coordinator by the assigned deadline.
3	Goals & Objectives: work with consumers to achieve progress in the specific goals and objectives set for each individual.
4	Activities & Opportunities: coordinates activities and opportunities for individuals to meet objectives; Sets up field trips to support goals and vocational themes.
5	Goal Achievement: Initiate or implement programs to motivate consumers to achieve their goals.
6	Daily Data Collection: maintain progress and collect data reports on consumers including all required data in Detaso. Write weekly progress notes on assigned client.
7	Life Skills: Prepare lessons that will increase independence in life skills as supported by each client's IHP. Gather necessary materials in advance. This includes such areas as domestic skills, money management, shopping, overall household management.
8	Social & Prevocational Training: gather necessary materials and supplies to implement social & prevocational training projects;
9	Behavior Modification: carries out behavior modification policies established by Behavior plan.
10	Supported Employment: provides opportunities that are prevocational in design to prepare consumers for transition to supported employment;
11	Supervision of Consumers: supervisor and monitor assigned consumers at all times
12	Schedule: follow the daily schedule as prescribed by the program director;
13	Positive Environment: Interacts well with consumers, staff and parent/guardian to promote a positive environment.
14	Materials or Supplies: Makes Employment Services Coordinator aware of any materials shortages or other problems perceived in the classroom in a timely manner.
15	Transportation Outings: Meets / Return consumers at / to bus and assists in any lifting or consumer transportation as required.
15	Transportation Program: participate in this program as a driver or rider as required;
16	BBDCS Policy & Procedure: interprets and enforces all BBDCS policies, procedures, and safety rules & regulations;

18	Cross Training: Assist with secretarial duties in the absence of the Adult Secretary as needed.
19	HIPAA: Adhere to the LEDC's Policy and Procedures regarding privacy and the security of protected health information (PHI).
20	All other assigned duties.
TO PERFORM THIS JOB SKILLS SATISFACTORIALLY	
A	LANGUARE SKILLS- Must have clear and competent oral and written communications 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. Ability to work respectfully and effectively with a variety of individuals including clients, volunteers, staff, donors and community partners
B	MATHMATICAL SKILLS: ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Strong organizational, problem solving and decision making skills, ability to multi-task in a fast paced, demanding environment;
C	Reasoning Ability: Set example for staff and volunteers by being willing to work alongside of them. 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 consistently exhibit high levels of initiative, flexibility and professionalism. 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. Willingness to attend outside meetings or events on occasion to support or raise awareness for the store
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.
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 or instance, home OR deleting BBDCS information;
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.	
Job Description Signature & Date	
Employee Signature	
Supervisor Signature	