

Building Bridges Developmental and Community Services, Inc.

Job Description & Duties

Employee Name:		Date:	
Title	Waiver DSP	Salary	To Be Determined
Location	Cabot/Lonoke	Category	<input type="checkbox"/> 2 PART-TIME
Department	800 WVS	Schedule	Bi-wkly

BBDACS HAS DETERMINED THAT THIS POSITION IS "SAFETY SENSITIVE"

QUALIFICATIONS

1	High school diploma, OR have successfully completed a GED and have a minimum of one year of relevant, supervised work experience with a public health, human services or other community service agency, OR have a minimum of two years verifiable experience with individuals with developmental disabilities may be used in lieu of aforementioned qualifications AND/OR have two years of verifiable successful history with individuals with
3	Current Arkansas driver's license and auto liability insurance & registration; driving record approved by BBDACS's insurance carrier; and be physically able to drive to various locations in Arkansas.
4	Must have basic computer literacy.
5	Satisfactorily pass drug screens, criminal background check, adult & child maltreatment check, FBI checks as required by BBDACS and other licensing agencies;

SL DSP/SUB DSP - ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1	Trains individuals in independent living skills, home management skills, cooking, cleaning, and socialization skills, utilizing behavioral management techniques;
2	Provides services which have been developed in an individual program plan;
3	Assists in the formulation and revision of the training programs;
4	Follows prescribed activities and schedule to meet individual objectives;
5	Provides accurate daily progress notes with required information and submits at end of each PR.
6	Supervises / reminds consumers when it is necessary to take and refill medication;
7	Communicates to incoming staff any problems which might cause a continuation of behavior. This communication will be verbal and written to allow for program continuity;
8	Initiates learning skills programs, i.e., reading, money management, cooking, grooming, dress, hygiene.
9	HIPAA Policy & Procedure: Adhere to the BBDACS's HIPAA Policy and Procedure regarding privacy and the security of protected health information (PHI);
10	All other assigned duties;

TO PERFORM THIS JOB SKILLS SATISFACTORIALLY

A	Problem Solving: Identify and resolves problems in a timely manner; Gathers and analyzes information skillfully; develop alternative solutions; work well in group problem solving situations; uses reason even when dealing with emotional topics;
B	Customer Service: Manages difficult or emotional customer situations; responds promptly to customer's needs; solicits customer feedback to improve service; and meets commitments;
C	Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; and supports everyone's efforts to succeed;
D	Leadership: Exhibits confidence in self and others; inspires and motivates others to perform well; and gives appropriate recognition to others;
E	Quality: Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality; applies feedback to improve performance' and monitors own work to ensure quality;
F	Safety and Security: Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; and use equipment and materials properly. <u>Employees may not talk on a cell phone while operating a motor vehicle while on company business. Texting or emailing (reading or writing) while driving is not allowed;</u>
G	Attendance/Punctuality: Punctual and regular attendance is an essential responsibility of each employee. Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences form scheduled hours are disruptive and must be avoided;
H	Dependability: Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; and completes tasks on time or notifies appropriate person with an alternative
I	Technical Skills: Assess own strengths and weaknesses' pursues training and development opportunities; strives to continuously build knowledge and skills; and share expertise with others;
J	Interpersonal Skills: Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interruption; keeps emotions under control; and remain open to others' ideas and tries new things;
K	Written Communication: Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; and able to read and interpret written information;

L	Organizational Support: Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; and supports and respects diversity;
M	Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; and follows through on commitments;
N	Language Skills: The ability to speak read and comprehend the English language; read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals; professional journals; technical procedures; government
O	Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs;
P	Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram or schedule form; and deal with problems involving several concrete variables in situations where only standardization exists;
Q	Other skills and 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. Must have skills that enable interacting with professionals, parents, individuals needing services, and the public. Needs to have awareness of resources within the community and the state. Communicate in verbal and written language that facilitates a high level of rapport. The ability to plan, develop, delegate and monitor a wide array of activities.
R	Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or perform the essential functions. While performing the duties of this job; the employee is occasionally require to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop; kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth
S	Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. While performing the duties of this position the employee travels by automobile and is exposed to changing weather conditions. Travel is primarily local during the business day, although some out of the area.

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 including, 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.) or deleting;
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 it's terms as a condition of my employment with BBDCS, Inc.

Job Description Signatures & Dates

Employee Signature	Date
Supervisor or Witness Signature	Date

