

Building Bridges Developmental and Community Services
Job Description & Duties

Employee Name:		Date:	
Title	Direct Support Professional - CNA		
Location	Cabot		Category
Department	200 ADU		Schedule
BBDCS HAS DETERMINED THAT THIS POSITION IS "SAFETY SENSITIVE"			
QUALIFICATIONS			
1	Minimum of a High School Diploma or GED equivalent;		
2	Certified Nursing Assistant (CNA) or Homehealth background		
3	Able to work with people of differing backgrounds, occupations, skills, income, and education		
4	Self-motivated with organizational skills.		
5	Desired characteristics: Empathetic, tolerant, cooperative, supportive, creative, flexible, and discreteness;		
6	Satisfactorily pass drug screens, criminal background check, adult & child maltreatment check, and licensing/certification agencies		
DSP - ESSENTIALS JOB DUTIES AND RESPONSIBILITIES			
1	Interdisciplinary Team - participates on this team for assigned consumer's Person Centered		
2	Annual IHP – as directed from the Director of Adult Services, prepares and carries out plans for individual performance; update plans and methods at prescribed intervals; prepares materials for review for approval by the Director of Adult Services by the assigned deadline.		
3	Goals & Objectives: work with consumers to achieve progress in the specific goals and objectives		
4	Activities & Opportunities: coordinates activities and opportunities for individuals to meet consumer needs		
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		
7	Social & Prevocational Training: gather necessary materials and supplies to implement social and prevocational training		
8	Behavior Modification: carries out behavior modification policies established by supervising staff		
9	Work Activity Program: coordinate with work activity supervisor for assigning consumers' work activity; meets business specifications, and assists with contract work as requested;		
10	Supported Employment: provides opportunities that are prevocational in design to prepare consumers for supported employment		
11	Supervision of Consumers: supervise and monitor assigned consumers at all times		
12	CNA: Assist Clients with skilled CNA duties as need		
13	Schedule: follow the daily schedule as prescribed by the program director;		
14	Positive Environment: Interacts well with consumers, staff and parent/guardian to promote a positive environment		
15	Materials or Supplies: Makes Director of Adult Services aware of any materials shortages or needs in a timely manner.		
16	Transportation Outings: Meets / Return consumers at / to bus and assists in any lifting or carrying of items		
17	Transportation Program: participate in this program as a driver or rider as required;		
18	BBDCS Policy & Procedure: interprets and enforces all BBDCS policies, procedures, and safety protocols		

19	Cross Training: Assist with secretarial duties in the absence of the Adult Secretary as needed.
20	HIPAA: Adhere to the BBDCS's Policy and Procedures regarding privacy and the security of patient information.
21	All other assigned duties.
JOB COMPETENCIES TO PERFORM THESE SKILLS SATISFACTORILY	
1	Self Management: Works with minimal supervision, manages time effectively, meets deadlines, and ensures proper follow-up, is versatile & flexible with change.
2	Effectiveness as a team player: The degree to which one works effectively and cooperates with others to achieve organizational goals. The degree of responsiveness to organizational need and workflow.
3	Consumer Services: the ability to develop and maintain consumer and public relations, values, mission and belief statements, maintains a positive image in support of BBDCS.
4	Knowledge & Skills: Understanding and knowledge of policies, procedures and technical expertise and skills required. Will request training as needed and will serve consumers, families and community.
5	Quality of Work: the degree of accuracy, neatness, thoroughness and consistency with highest level of department standards with minimum error.
6	Productivity: the degree to which one produces the required amount of work with ready to begin work on time and is flexible with PTO schedule to provide adequate coverage.
A	LANGUAGE SKILLS- Must have clear and competent oral and written communications skills, read and interpret documents such as safety rules, operations manual, handbook effectively before groups of consumers, employees, and other groups as needed. Ability to communicate with individuals including clients, volunteers, staff, donors and community partners.
B	MATHEMATICAL SKILLS: ability to add, subtract, multiply and divide in all units of measure, use organizational, problem solving and decision making skills, ability to multi-task in a fast-paced environment.
C	Reasoning Ability: Set example for staff and volunteers by being willing to work alongside of them, carry out instructions furnished in written, oral, or diagram form and deal with problem solving.
D	Other skills or abilities: Must consistently exhibit high levels of initiative, flexibility and professional behavior modification methods, the ability to analyze consumer problems and behaviors and ability to help consumers work through problem solving. Willingness to attend outside meetings and awareness for the store.
E	Physical Demands: this described here are representatives of those that must be met by an employee in the essential functions of the job. While performing the duties the employee is required to stand, walk, sit, lift, push, pull, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, talk and hear. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus.
F	Work Environment: the work environment characteristics described here are representative of the essential functions of this job. The noise level in the work environment is usually moderate.

ices, Inc.

To Be Determined
<input checked="" type="checkbox"/> 1 FULL-TIME <input type="checkbox"/> 2 PART-TIME
Bi-wkly
"SENSITIVE"
onal levels;
able to think critically. Maintain confidentiality and
k, FBI checks as required by BBDCS and other
Plan (PCP) and Individual Habilitation Plan (IHP).
based upon the annual IHP; evaluates consumer's ing plans; and submit training plans (quarterly reports)
ctives set for each individual.
bjectives;
goals.
required data
al & prevocational training projects;
; teacher.
work schedules, inspect contract work for quality that
e consumers for transition to supported employment;
e a positive environment.
other problems perceived in the classroom in a timely
onsumer transportation as required.
ety rules & regulations;

d.
protected health information (PHI).

RIALLY
maintains control of all current assignments and

operatively with other workers and departments
s. Demonstration of teamwork in the facilitation of

tionships, knowledge and support of BBDCS's core
DCS to consumers and the public.

and facts relevant to the position. Demonstrates
willingness to share knowledge with peers to better

in work produced. Shows attention to details and

in the required timeframe. Is punctual, and
provides job coverage.

ability to speak, read and communicate the English
language, reports, correspondence, files, etc. Must speak
work respectfully and effectively with a variety of

including whole numbers, common fractions and decimals.
fast paced, demanding environment;

them. Ability to apply commonsense understanding to
analyzing several concrete variables in standardized situations.

Professionalism. Must have a comprehensive knowledge of
and understanding of operational procedures and the
risks or events on occasion to support or raise

employee to successfully perform the essential
functions, use hands to fingers, handle or feel objects, tools, or
equipment. The employee must be able to lift or move up to 50
pounds or vision, peripheral vision, depth perception, and the

range of those employees encounter while performing the