

**JOB DESCRIPTION AND  
PERFORMANCE EVALUATION FORM**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

ANNUAL: \_\_\_\_\_

**Job Description: Direct Support Professional Assistant (No CMA/MM Training)**

**Supervisor: Direct Support Supervisor**

**Description:** The Direct Support Professional Assistant is responsible for providing health care services directly to the individuals. Is responsible for IPP implementation with the primary purpose of increasing the individual's abilities or skills.

**Minimum Qualifications:** Must be literate in English. Must have the ability to document on services provided.

**Continuing Education Requirement:** Must participate in facility training as determined by operating regulations, individuals and agency needs.

**Typical Physical Demands:** Requires very good physical stamina. Full range of body motion, manual dexterity and eye-hand coordination. Requires standing and walking for extensive periods of time. Requires frequent bending, stooping, reaching and stretching. Ability to push/pull various wheeled carts (laundry carts and med cart). Requires the ability to lift up to 70 pounds. Requires normal range of vision and hearing. Requires the ability to distinguish numbers and symbols.

**Typical Working Conditions:** Normally works in a well-lighted, well ventilated atmosphere. Possible exposure to communicable diseases and/or body fluids. Ability to work both inside and outside environmental conditions.

**FUNCTIONS:**

Essential

	Competent	Needs Improvement
1. Ability to follow established standards and perform duties according to Direct Support policies and procedures.		
2. Ability to assume accountability for compliance with federal, state and local regulations.		
3. Ability to report changes in individual's condition to Direct Support Supervisor or Administrator.		
4. Ability to provide direct individual care as assigned.		
5. Ability to deliver community medical services to each individual.		
6. Ability to drive individuals to community resources.		
7. Ability to review health care needs and program of each individual, and participate in IPP planning.		

8. Ability to observe infection control procedures.
9. Ability to identify safety hazards and emergency situations, and initiate corrective action.
10. Ability to follow safety policies and procedures.
11. Ability to assume personal responsibility for following facility procedures related to control of equipment and supplies within the unit.
12. Ability to assist in orientation of new individuals and their families.
13. Ability to fill out all required non-medical forms regarding Direct Support.
14. Ability to assist with and follow facility procedures for admission, discharge and transfer of individuals and assist with completing all necessary forms.
15. Ability to establish IPP baselines, implement IPP, and chart on such scheduled programs.
16. Ability to carry out program plans if relevant to your area of responsibility.
17. Ability to document in individuals charts after having received training in proper charting techniques.
18. Ability to follow oral and written directions.
19. Ability to assist with individuals ADL's.
20. Ability to assess the skin condition of each individual and report to the Direct Support Supervisor and document.
21. Ability to be responsible for the safety of individuals under his/her supervision.
22. Ability to follow Individual Rights and Individual Outcomes at all times.
23. Ability to establish and maintain effective working relationships with other employee's, individuals and the public.
24. Ability to come to work as scheduled and consistently demonstrates dependability and punctuality.
25. Ability to perform assigned duties in a cooperative manner.
26. Ability to assume accountability for data contained in the employee's handbook.
27. Ability to demonstrate respect for the health care professionals from which services are received.
28. Ability to promote the philosophy of Scenic Acres.
29. Ability to contribute and maintain a positive and safe work attitude in the services you provide to the individuals and Scenic Acres.
30. Ability to adhere to compliance program policies and procedures.

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