

**Miami Cerebral Palsy Residential Services, Inc.**  
*Intermediate Care Facility for the Developmentally Disabled*  
*A Private, Not for Profit Agency Established in 1984*  
**2200 107<sup>th</sup> Avenue • Miami, Florida 33172 • (305) 599-0899 • Fax: (305) 599-2721**  
**mcprs.org**

Marta E. Morin  
Chief Operating Officer

Migdalia Santiago  
Associate Director

**ESSENTIAL JOB FUNCTIONS/ENVIRONMENTAL EXPOSURES**

**POSITION:** Direct Support Apprentice

**REPORTS TO:** Residential Services Coordinator

**POSITIONS SUPERVISED:** None

**REVISED DATE:** 11/05/20

**MINIMUM QUALIFICATIONS:**

- Demonstrated integrity and honesty.
- Demonstrated commitment to provide services to the developmentally disabled population.
- Demonstrated empathy, communication skills and emotional fitness to interact with the developmentally disabled population.
- Must be able to provide verifiable employer references.
- Must be able to meet mandated training requirements.
- Must be free of communicable diseases.
- Must be able to obtain Registration through the National Alliance For Direct Support Professionals (NADSP)
- Must have ability to complete and pass Road Map Orientation

**DESIRED QUALIFICATIONS:**

The DSP shall have demonstrated ability to support people with disabilities; ability to work a flexible schedule; crisis prevention, intervention and teaching skills;

- All applicants must be a least 18 years of age.
- The Direct Support Professional (DSP) shall have a minimum of a High School Diploma/GED
- Must have a valid driver's license with a good driving record and a minimum of 3 yrs. of driving experience.
- At least one year of experience with developmental disabilities, patient care, home health, mental health, certified nursing assistant, child care, specialized school setting or related field preferred.
- Formal vocational school training in any of the areas identified with or without any experience is a plus.
- Required to pass a criminal/background check.
- Required to pass a drug clearance.

## **ESSENTIAL JOB FUNCTIONS:**

Essential job functions are the fundamental job duties that an applicant or employee must be able to perform, with or without reasonable accommodation. Nurses have many demands in the work place and need to be physically able to perform a variety of tasks.

The following list contains the physical requirements for many but not all of the tasks Direct Support Professionals would be expected to perform at Miami Cerebral Palsy and includes cognitive, psychomotor and affective skills. The Human Resources Department may work with Direct Support Professionals who meet all other requirements for hire to determine any reasonable accommodations to meet these essential functions:

### **Cognitive:**

- Ability to speak, read and write conversational English

### **Psychomotor:**

- The DSP shall have essential physical skills – be able to run, squat, stoop/bend, kneel, climb stairs, be able to lift at least 50 pounds (or ¼ own body weight), push and pull against potential resistance; and be able to implement non-physical and physical interventions and CPR with people supported when needed. Transferring, repositioning, which is required for working with the physically challenged and non-ambulatory.
- Must be able to perform a two-person lift of an individual.
- Must be able to stand/walk for eight (8) to twelve (12) hours at a time.
- He/she shall have adequate vision, reading, writing and documentation skills and hearing to perform the essential functions of the job
- Full vision or correctable adequate vision.
- Functional gross and fine motor skills.
- Functional dexterity needed in all aspects of body movements.
- Frequent walking, bending, and stooping.
- Is physically able to deal with client aggressive behavior
- Demonstrated commitment to the mission and philosophy of MCP; conflict resolution skills; ability to assimilate information and apply it to situations; ability to maintain assigned work hours, having sufficient endurance to perform tasks over long periods of time; and computer skills

### **Affective:**

- Emotional stability sufficient to assume responsibility and accountability for actions for example handle strong emotions of others while controlling personal response or adapt to changing environments.
- Interpersonal skills sufficient to interact with individuals and groups respecting social, cultural and spiritual diversity.
- The desire to work with individuals the developmentally disabled population served.
- Work within the established guidelines and treatment plans developed for the individuals served.
- Training requirements include awareness of the cultural diversity of individuals served

## **ENVIRONMENTAL / PHYSICAL & WORK EXPOSURES:**

- DSPs are essential for the health and well-being of the people they serve. DSPs should be aware of how the coronavirus disease 2019 (COVID-19) spreads, risk factors, and prevention actions:
- Complies with all required social distancing requirements and similar guidelines published by the Center for Disease Controls, OSHA or similar agencies or ordered by federal, state and local governments with respect to the COVID-19 pandemic.
- Properly follow company and OSHA safety procedures to ensure safety and quality work.

- Demonstrates an ability and willingness to work in many areas when operational needs require
- Stays current with new or changed policies or procedures as communicated by Infection Preventionist.
- Wear mask
- Wear full PPE when necessary
- Wash your hands often.
- Avoid close contact.
- Cover your mouth and nose with a mask when around others.
- Cover coughs and sneezes.
- Clean and disinfect.
- Monitor Your Health Daily.
- Transferring individuals from: (with or without mechanical lifts)
- Bed to floor/wheelchair
- Floor/wheelchair to bed
- In and out of shower/bath Transferring
- Into and out of vehicles
- Assisting clients in bathing/showering
- Changing
- Bending
- Twisting – neck, waist
- Exposure to potential BBP
- Feeding meals
- Standing
- Climbing
- Kneeling
- Pushing, e.g. wheelchairs
- Conducting required evacuation drills
- Assisting with hand washing, changing soiled clothing, brushing teeth, assisting with bathroom responsibilities.

**This position may be required and exposed to the following:**

- To work flexible schedules.
- To work holidays.
- Exposed to blood borne pathogens.
- Exposed to profanity and offensive/violent behavior and loud noises by the individuals served.
- Required to work with very personal and intimate care and be exposed to bowel movement and bodily fluids and odors.

Reasonable accommodations may be made to perform the essential functions if it does not cause an undue hardship or a direct threat to the organization.

## **RESPONSIBILITIES:**

The DSP shall:

### **A. IMPLEMENTATION OF THE PHILOSOPHY OF MCP**

- Respect each person as an individual and the rights of each person.
- Implement the dignity of risk principles.
- Implement people first language consistently.
- Actively advocate for each person's rights.
- Encourage choice and community inclusion.
- Promote the belief that "everything is possible".
- Protect each person's right to privacy and confidentiality.

### **B. KNOWLEDGE**

The DSP shall have specific knowledge of, implement and assure the implementation of the following:

- MCP policies, procedures, position statements and guidelines as outlined.
- Licensing and accreditation rules.
- Fire safety, life safety and other pertinent city/town codes.
- MCP organizational structure, mission, vision and philosophy.
- Dignity of risk principles and the principle of social role valorization.
- Strategic Plan of MCP.
- All applicable rights and grievances rules and regulations.
- Safety Plan.
- Quality Improvement Plan.
- Behavior and Restraint Regulations.
- The Characteristics of an MCP Professional.
- Possess working knowledge of all phases of the job and the various techniques and skills necessary for the efficient completion of tasks.
- Confidentiality and privacy laws and regulations, including HIPPA.
- Professional boundaries and ethical standards/behavior.
- Remain up-to-date on changes and trends in the technical knowledge of the job.
- Expand knowledge of job and MCP services as it relates to other positions.

### **C. PERSON SPECIFIC KNOWLEDGE**

The DSP shall have knowledge of each person he/she supports in the following areas:

- Goals and objectives.
- Support service staff.
- Goals identified by and for each person supported.
- Family members.
- Friends.

### **D. RIGHTS AND ADVOCACY DUTIES**

The DSP shall demonstrate an understanding of the challenges faced by individuals with disabilities in leading self-directed lives (e.g. exercising human and civil rights, obtaining access and accommodations as desired and assist each person to overcome challenges through effective advocacy and the facilitation of self-advocacy).

- Assist and support each person to understand his/her rights and responsibilities.
- Advocate for recommended and necessary supports or services for each person.
- Report and assure rights and abuse violation allegations are processed according to the Abuse, Neglect, Mistreatment and Exploitation Policy and the Rights Policy.

- Follow the chain of command to address rights and abuse issues, which are not being addressed in a timely or effective manner.
- Provide training and mentoring to colleagues on rights and abuse.
- Teach and support people with disabilities to report rights and abuse issues.
- Promote empowerment and self-confidence of people supported to speak out for themselves and others.

### **E. COMMUNICATION AND INTERPERSONAL RESPONSIBILITIES**

The DSP is responsible to use a range of communication skills and strategies to establish a collaborative relationship with each person supported, co-workers, and people who are important to the person supported. The DSP shall:

- Demonstrate effective communication skills with others.
- Communicate in a clear and concise manner.
- Communicate directly and with tact, dignity and respect.
- Listen to what others have to say.
- Identify communication problems and take active steps to resolve them.
- Effectively give and receive constructive feedback.
- Promote and participate in positive working relationships with others.
- Demonstrate intolerance of gossip.
- Welcome guests and visitors in a cordial manner.
- Document and notify individuals involved of telephone calls and communications.
- Initiate and maintain good community contacts and relationships.
- Communicate effectively with outside agencies, guardians, and community members. 13. Follow the internal chain of command to solve problems.
- Constructively recommend change through established procedures.
- Meet, communicate and cooperate with families, guardians, service providers, employees, people supported, caseworkers and others as needed.
- Use a range of communication skills and strategies to establish a collaborative relationship with the person supported, co-workers and others.

## **F. INTERACTION AND TEACHING RESPONSIBILITIES WITH PEOPLE SUPPORTED**

The DSP is responsible to assist the person supported to manage every day aspects of life by teaching and providing supports in a manner that builds on individual strengths and capabilities and maximizes choices. When interacting with or teaching a person with disabilities, the DSP shall:

- Use an appropriate voice tone and level.
- Use positive interactions.
- Allow a reasonable response time for learning.
- Provide clear instructions.
- Be respectful.
- Use a variety of approaches.
- Encourage people to make choices.
- Use non-threatening, non-physical, least restrictive approaches first.
- Use a calm, firm, directive voice tone.
- Take action to prevent escalation of behavior.
- Model appropriate behavior.
- Provide crisis prevention and intervention.
- Respond quickly and effectively to crisis and stressful situations.
- Maintain professional boundaries.

## **G. IMPLEMENTATION OF PERSON CENTERED PLANNING OR INDIVIDUAL SERVICE PLAN PROCEDURES**

The DSP is responsible to use formal and informal methods to learn about the needs, desires and interests of the person. He/she is responsible to assist the person supported to identify and use the formal and informal supports available in his/her community, family and social network. He/she shall work with the person supported to develop and sustain relationships with family, friends and community members. The DSP shall:

- Collaborate with the person and others to plan and implement individualized supports in an ethical, holistic and professional manner that builds upon individual strengths and capabilities and maximizes choices.
- Mobilize resources and provide the support necessary for the person to engage in satisfying work, education or daily activity.
- Assist each person to identify needs, desires, and goals for the future.
- Assist each person to communicate needs, desires and goals to the rest of the Team.
- Actively participate in planning Team meetings of each person, as directed.
- Consistently implement each person's plans and protocols.
- Take immediate action when inconsistencies in plan implementation are reported or observed. Demonstrate the ability and willingness to support people with a wide variety of needs.
- Demonstrate a "people first" philosophy.
- Teach approaches and strategies to other colleagues.
- Develop and maintain a warm and friendly environment that is conducive to the achievement of optimal development of each person supported.
- Teach each person menu planning, grocery shopping, cooking skills and recycling skills.
- Assure that a wide variety of foods are offered to ensure that a well-balanced diet is available to each person and that each person has the opportunity to experience new foods.
- Assure family style dining occurs where each person chooses his/her own food and portions according to his/her tastes and preferences.
- Make the health, safety, protection of rights and the development of the people supported his/her primary responsibilities.

- Provide supports to both men and women with disabilities.
- Assure people supported are dressed appropriately when in the community.
- Refrain from using the personal possessions of persons supported.
- Teach persons supported to keep their home in a clean and orderly fashion. Ultimately, it is the responsibility of the DSP to assure that the home is clean, neat and orderly and that all other normal functions (cooking, laundry) take place.
- Inform the supervisor of the training needs of people supported.

## **H. FACILITATION AND TEACHING OF COMMUNITY INTEGRATION, INDEPENDENCE AND NATURAL SUPPORTS**

The DSP is responsible to empower people with disabilities, their families and/or guardians where appropriate by providing the support and information necessary to make informed choices and decisions and helps build the self-esteem and assertiveness to lead a self-determining life.

The DSP shall:

- Assist people to develop natural supports within their communities.
- Teach people skills to become self-advocates.
- Support each person to maintain an active role with family members, guardian, outside organizations and others when appropriate.
- Assist each person to be aware of and take part in social, recreational and civic opportunities of their choice within the community.
- Encourage and support each person to speak for themselves rather than speaking for them or about them.
- Empower each person (their families or guardians where appropriate) by providing the support and information necessary to make informed choices and decisions.
- Assist each person to build the self-esteem and assertiveness necessary to lead a self-determining life.
- Assist the person to identify and use the formal and informal supports available in his/her community, family and social network. Assist the person to develop and
- Sustain relationships with friends, family and community members.
- Facilitate inclusion and engagement in community and neighborhood life.
- Promote appropriate social roles such as student, church member, friend, home owner and career professional.
- Promote typical life patterns and conditions that enhance the quality of a person's life including income enhancement, a comfortable home, quality health care, relaxation and recreation, career and educational advancement and connection to social and family networks.

## **I. IMPLEMENTATION OF SAFETY AND EMERGENCY PROCEDURES**

- Follow all agency safety-related policies and procedures.
- Report medical emergencies as required by policy.
- Report and take required action in regards to injuries, incidents and accidents involving persons supported by MCP and employees as required by policy.
- Report physical plant emergencies as required by policy.
- Follow fire evacuation and disaster procedures correctly and in a timely manner.
- Report unsafe situations immediately. Assure safety is imperative.
- Work safely.
- Report thefts, suspected theft, misuse of funds, property, time, materials and other Resources to the supervisor.
- Report missing persons, medical emergencies, employee injuries and other emergency situations as directed in MCP policies and procedures, to the supervisor or manager on-call immediately.
- Assure pertinent emergency telephone numbers are readily available.

- Maintain required levels of supervision and support for people supported at all times.
- Initiate safety topics at staff meetings.
- Take steps to prevent safety problems, accidents and injuries.
- Provide safe and reliable transportation.
- Report any incident that could potentially result in negative reactions from the community, law enforcement officers and other agencies to the supervisor immediately.

#### **J. IMPLEMENTATION OF ADMINISTRATIVE PROCEDURES**

- Follow the chain of command to resolve concerns and conflicts. Dress professionally, according to the Professional Appearance and Attire Policy.
- Maintain the strictest confidentiality. Protect the privacy of persons supported. Follow all HIPAA policies and procedures.
- Review and all policies and procedures being proposed or revised, when posted by the supervisor.
- Report violations of MCP policies and procedures, accreditation standards, philosophy and house rules to the supervisor immediately.
- Refrain from conducting any personal business while on duty at MCP, unless approved by the supervisor.
- Assure the Individual Files of people supported are maintained in a current, confidential and organized fashion.
- Prepare outdated and purged records of people supported for filing and storage.
- Assure all Individual files are locked when not in use.
- Report any potential conflicts of interest to the supervisor.

#### **K. ATTENDANCE AT WORK, MEETINGS AND TRAINING**

- Participate in staff meetings, in services and internal and external assigned committees.



- Request time off following the Attendance Policy.
- Work scheduled hours unless otherwise approved by the supervisor.
- Be punctual to work.
- Maintain an acceptable attendance record.
- Demonstrate willingness and ability to flex schedule to meet needs of persons supported.
- Work days, evenings, overnights, and weekends, as scheduled.
- When working provide support and assistance to persons supported during sleep hours, in the event of medical issues, emotional difficulties or behavior issues. Document any time that sleep was interrupted in order to support people.

### **L. PROFESSIONAL DEVELOPMENT RESPONSIBILITIES**

The DSP is responsible to pursue opportunities for professional growth and share knowledge and resources with others. The DSP shall:

- Join and participate in an agency committee, as approved.
- Develop and maintain a portfolio.
- Research and read materials relating to the Direct Support Profession. Share materials and information with colleagues.
- Actively participate in professional development, in services, training, and conferences to enhance knowledge and skills in the human services field.
- Take active steps to improve own job performance through work on goals identified in performance reviews, performance improvement plans, and formal or informal observations by colleagues or supervisor. Provide objective feedback to others when asked to complete 360 degree feedback forms.

### **M. DOCUMENTATION AND WRITING RESPONSIBILITIES**

- Complete documentation and writing responsibilities in a timely, accurate, detailed, legible, neat and objective manner, using correct spelling and grammar.
- Use language and a writing style that thoroughly describes events and incidents.
- Complete each person's daily documentation accurately and in a timely manner.
- Complete all Incident Reports, Reportable Event Forms and other forms accurately and in a timely manner.
- Compile data for progress reports, as assigned.

### **N. PLANNING AND ORGANIZATION**

- Establish a course of action for self and others to accomplish goals on a daily basis.
- Keep work site and materials neat and well organized.
- Set realistic target dates for projects and action plans.

### **O. JUDGMENT**

- Make logical, sound and proper decisions by drawing on professional expertise with minimal negative effects on people supported, employee relations, and/or goals and results.
- Take responsibility for decisions made.

### **P. TEAMWORK**

- Identify and communicate successes and challenges within the Team.
- Accept responsibility for own part in solving Team challenges.
- Seek new ways to promote
- Teamwork to improve quality services.
- Demonstrate pride in, commitment and dedication to the Team.
- Actively develop strategies to solve Team challenges.
- Work cooperatively and collaboratively with Team members.

- Share credit for Team successes and share responsibility for Team failures.

#### **Q. WORK ETHICS STANDARDS**

- Be highly motivated. Take initiative.
- Accept responsibilities and approach change enthusiastically.
- Present self in a positive, professional manner.
- Independently seek new and better ways of doing things.

#### **R. MISCELLANEOUS RESPONSIBILITIES**

- Actively participate in corporate functions.
- Complete any other duties as assigned.

#### **S. SCHEDULE OF EMPLOYMENT**

(The schedules of DSPs may change to accommodate the needs of people supported)

#### **T. RELATIONSHIPS WITH INDIVIDUALS SERVED:**

- Involves self constructively with all individuals served.
- Communicates appropriately to individuals served utilizing total communication system.
- Identifies and appropriately handles conflicts between individuals served.
- Demonstrates respect of individuals served through supporting and advocating for their choices.
- Identifies and responds appropriately to emotional needs of individuals served.
- Maintains professional role with individuals served regardless of the situation.
- Engage in and support socialization activities with individuals served.
- Respects and maintains confidentiality.

#### **U. RELATIONSHIPS WITH OTHER STAFF:**

- Takes responsibility for and maintains open communication channels with all staff.
- Resolves disputes constructively.
- Respects other staff's responsibilities and authority.
- Accepts and provides constructive criticism.
- Supports a team approach within the facility.

#### **V. RELATIONSHIPS WITH FAMILIES, GUARDIANS AND FRIENDS:**

- Communicates appropriately with families, guardians and friends.
- Is tactful when discussing sensitive issues with families, guardians and friends.
- Supports and documents individuals served efforts to make family, guardian and friend contacts.
- Respects and maintains confidentiality in relation to activities concerning families, guardians and friends.

#### **W. RELATIONSHIPS WITH GENERAL PUBLIC:**

- Demonstrates appropriate professional behavior in dealing with other businesses, agencies and individuals.
- Keeps open communication with IDT members regarding mutual client issues (notification of appointments, absences, etc.).
- Utilizes opportunities to establish and maintain positive rapport with the community/neighborhood as appropriate.
- Maintain a positive and professional appearance and attitude while engaged in Corporation business.

HIPPA GUIDELINES:

I hereby acknowledge that I comply with HIPPA guidelines and in the event of a breach or threatened breach of the Confidentiality and Non-Disclosure Agreement, I acknowledge that Miami Cerebral Palsy Residential Services, Inc. may, as applicable and as it deems appropriate, pursue disciplinary action up to and including termination from MCRPS.

**All employees must comply with Miami Cerebral Palsy Residential Services, Inc. Drug Free Workplace Policy**

**STATEMENT OF UNDERSTANDING:**

I have received, read and understand and will adhere to the above position job summary and essential job function requirements. I confirm that I meet the requirements.

\_\_\_\_\_

Applicant/Employee's Printed Name

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant/Employees' Signature

\_\_\_\_\_

Date

**All employees must comply with Miami Cerebral Palsy Residential Services, Inc. Drug Free Workplace Policy**

