**Miami Cerebral Palsy Residential Services, Inc.**



***Intermediate Care Facility for the Developmentally Disabled***

***A Private, Not for Profit Agency Established in 1984***

**2200 107th Avenue • Miami, Florida 33172 • (305) 599-0899 • Fax: (305) 599-2721**

**mcprs.org**

Marta E. Morin Migdalia Santiago

Executive Director Associate Director

**JOB DESCRIPTION**

**POSITION:** Direct Support Apprentice

**REPORTS TO:** Residential Services Coordinator

**POSITIONS SUPERVISED:** None

**JOB SUMMARY:** The primary purpose of this job is to

* To provide direct care to the individuals served by Miami Cerebral Palsy Residential Services, Inc.
* To ensure safety in the homes of the individuals and in the community.
* To assist with care of the facilities and to provide daily needs of the individuals served, that involve intimate personal care, lifting, transferring and feeding clients multiple times throughout the work scheduled.
* To adhere to the Code of Ethics by supporting and promoting the physical and emotional well-being of the individuals. Show integrity and responsibility, maintain confidentiality, and promote justice, fairness and equity. Be respectful, assist in developing and maintaining relationships. Assist the individuals in achieving self determination and being an advocate for the individuals served.

**MINIMUM QUALIFICATIONS:**

* Must be at least 18 years of age.
* 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.
* Negative pre-employment drug screen
* Must be able to provide verifiable employer references.
* Must be able to meet mandated training requirements.
* Must be free of communicable diseases.
* Registered through the National Alliance For Direct Support Professionals (NADSP)
* Pass Road Map Orientation

**DESIRED QUALIFICATIONS:**

* High school diploma or equivalent required.
* One year of experience as a direct support professional or related job working with persons with developmental disabilities.
* Required to pass a criminal/background check.
* Must have a clean driving record and have had a driver’s license for 3 years.

**ESSENTIAL JOB FUNCTIONS:**

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:**

* Lifting a minimum of 50lbs, transferring, repositioning, bending, squatting, and kneeling 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.
* 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

**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

Reasonable accommodations may be made to perform the essential functions.

**JOB DUTIES AND RESPONSIBILITIES:**

* Provide direct support to individuals by assuring the following: relationships, community involvement and integration, power and choice, health and safety, status, and competence. Implement Code of Ethics to assist individuals in achieving their personal goals and meet their needs and mission statement.
* Provide in establishing routines that meet all individuals’ needs and desires and to ensure compliance with licensing regulations, agency policies and practices and protection of individual rights.
* Provide safe, reliable and high quality services and supports in accordance with the Care Plan for individuals.
* Provide and maintain individual’s cleanliness and activities of daily living through the following tasks:

a. Showering, bathing, toileting, dressing and shampooing.

b. Provide Oral hygiene.

c. Conduct transfers to and from wheelchair and/or bed.

d. Provide nutritional management by reminding and encouraging individual to maintain intake. Serving or bringing food to the individual and feeding the individual.

* Provide routine nail and skin care.
* Provide necessary tasks for comfort and safety of individuals.
* Provide the individual with routine range of motion activities.
* Provide and maintain a safe and sanitary living conditions, including but not limited to the following tasks:

a. Washing, drying, folding and putting laundry away.

b. Changing linen and making the bed.

c. Taking out the garbage.

* Refusing to provide services and supports when the request services could harm an individual or violate their rights.
* If you witness a medical emergency, abuse or neglect your are required to immediately attend to the needs of the individual, notify your supervisor and call abuse.
* Act and communicate in an appropriate professional manner at all times.
* Treat the individuals, family members, co-workers and supervisors with dignity and respect.
* Provide services in a manner that respects the dignity, privacy, property, religion and culture of each individual.
* Be on time for all scheduled shifts. Unapproved absences will not be tolerated.
* Adhere to all local traffics while on duty.
* Smoking is prohibited.
* Do not make or receive personal calls while on duty. Emergency calls related to personal or family crisis are an exception.
* Do not accept gifts from any individual or family member.
* Do not receive personal visitors while on duty.
* Attend meetings and/or trainings as requested.
* All other duties assigned by the Residential Services Coordinator.
* Ensure all required documentation is complete, accurate and legible.
* Maintains and expands skills and knowledge relevant to providing high quality supports and services.
* Attend as needed medical, health, and dental appointments to ensure health and safety.
* Work assigned schedule and arrive to work on time.
* Assist with maintaining a clean, safe, and orderly environment by following safety and infection control procedures.
* Maintains and expands skills and knowledge relevant to providing high quality support and services.
* Maintains open communication and cooperative work effort with other staff to assure quality and continuity of support to people served.
* Reports and/or documents unusual events.

**WORKING CONDITIONS:**

* All job duties will be performed at the Intermediate Care Facilities, Group Home and the Life Long Learning Program.

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.

**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.

**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.

**RELATIONSHIOPS 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.

**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.

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

