

Mobius, Inc.
Job Description

Position Title:	Direct Service Professional II
Department:	As Assigned
Reports To:	Program Manager
Supervises:	Direct Support Professional I(s)
FLSA Status:	Non-Exempt
Last Revised/Approved:	February 2015

POSITION SUMMARY:

Principal responsibilities involve coordination of one or more programs (24-Hour, In-Home Family, Independent Living or Community Day Support programs) as assigned; schedules and supervises Direct Support Professional I(s) and ensures compliance with relevant licensing/accreditation regulations and standards, and conditions of service agreements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides direct program coverage.
2. Recruits, trains, supervises and evaluates performance program staff as assigned.
3. Uses and provides oversight to Direct Support Professionals in prescribed teaching approaches that enhance skill growth of clients; models appropriate interaction with clients.
4. Provides continuous, objective feedback, specific to performance, using established performance appraisal processes and formats.
5. Operates programs in a cost effective manner that reduces client dependence on paid staff support.
6. Demonstrates commitment to general health and safety in program environments.
7. Ensures orderly maintenance of client and program records, and program documentation.
8. Ensures provision of all aspects of individual care recommended by health care providers, appropriate to program setting and capacity.
9. Works collaboratively with staff from other programs (internal and external) on behalf of individual clients.
10. Ensures that program clients participate in community life to the fullest extent possible.
11. Ensures the rights and dignity of clients are protected.
12. Arranges for fire, health, safety, accessibility and other inspections required by authorities.
13. Performs the usual duties of a supervisor, including delegating, overseeing, coaching, and training other staff; ensures compliance with federal and state laws, as well as Agency policies and procedures.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Other duties as assigned.

GENERAL EXPECTATIONS:

1. Be committed to the mission of Mobius, Inc.
2. Works as a member of the Program team in the performance of duties.

3. Works in harmonious relationships with all employees, applicants, co-workers, management and visitors.
 4. Maintains confidentiality and protect the Agency by keeping information concerning clients, employees and the Agency itself confidential.
 5. Conducts oneself in a manner that enhances the image of clients and the organization within the community, and demonstrates organizational ethics. Client-Centered Focus: Conduct that demonstrates commitment to providing excellent service to recipients of Mobius services.
 6. Personal and Professional Conduct: Actions characterize high ethical and moral standards and behavior towards others at work and that portray the organization in a positive and professional manner.
 7. Teamwork: Conduct through which working relationships are effectively established and continuously improved.
 8. Initiative/Creativity: Conduct demonstrating originality and imagination to identify new, efficient, useful methods or improvements to implement Mobius philosophy.
 9. Being an active and productive member of the community. As social roles can be life defining, it is imperative that Mobius insure that the social image of individuals be enhanced and that opportunities are created for people to be active and productive community members.
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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; repetitively use hands to finger, handle, or feel, including operation of a standard computer keyboard; reach with hands and arms and talk, see and hear; and lift and carry up to 25 pounds. Must be able to assist wheelchair bound clients with transfers. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work may be performed in a variety of environments and work settings. Area travel may be required. Exposure to certain patient populations that may exhibit physically aggressive behavior. Risk to exposure to blood-borne pathogens. Ability to perform fundamental physical tasks included in pre-employment screening (see addendum).

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- At least two years of experience as a Direct Support Professional required.
- Supervisory experience preferred.
- Knowledge of person-centered planning and service approaches.

- Excellent verbal and written communication skills.
- Knowledge and/or experience with pertinent state regulations.
- Ability to design and implement skill development and behavior management plans for clients.
- Demonstrated ability to lead and direct program staff.
- Ability to handle physical and emotional emergencies that may arise.
- Ability to work on a team, sharing responsibilities with co-workers, accepting direction from supervisors, and contributing ideas.
- Ability to communicate effectively with staff, clients, health care professionals and community resources.
- Skilled in the use of Microsoft Office applications, including Word, Excel and Outlook.
- Familiarity with habilitation.

Education Requirements: The following education requirements are considered essential:

- An Associate’s Degree in human service related field and/or equivalent experience required.
- CPR/First Aid and CRMA Certified (or obtained within introductory period)
- A valid Maine driver’s license that contingent on approval of Mobius insurance carrier.

** All requirements and skills are considered to be essential, unless otherwise indicated. **

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Supervisor - Print Name

Employee - Print Name

Supervisor - Signature

Employee - Signature

Date

Date