

**Mobius, Inc.**  
**Job Description**

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|-------------------------------|------------------------------------|
| <b>Position Title:</b>        | <b>Direct Support Professional</b> |
| <b>Department:</b>            | <b>Program Services</b>            |
| <b>Reports To:</b>            | <b>Program Manager</b>             |
| <b>Supervises:</b>            | <b>N/A</b>                         |
| <b>FLSA Status:</b>           | <b>Non-Exempt</b>                  |
| <b>Last Revised/Approved:</b> | <b>January 2018</b>                |

**POSITION SUMMARY:**

Principal responsibilities involve provision of direct support to clients of Mobius services as identified within person-centered plans. Emphasis will be on providing skill teaching and/or identifying adaptations that enable clients to function as independently as possible in desired roles and in specified environments.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Implements and documents progress related to person-centered plans.
2. Provides direct services as scheduled.
3. Adheres to all pertinent Mobius policies, procedures, organizational standards and performance objectives.
4. Implements prescribed teaching processes that result in skill enhancements for clients.
5. Administers medications as needed and completes documentation according to Mobius and DHHS regulations.
6. Efficiently uses resources to maximize outputs (direct service contact time) and outcomes (client growth).
7. Ensures that clients utilize community resources to the fullest extent possible.
8. Monitors all aspects of client's general health as directed and reports changes or concerns to supervisor.
9. Works collaboratively with co-workers and staff from other programs (internal and external) on behalf of individual clients.
10. Documents client activities in an accurate and timely manner, including assessments, hab. plans, activity plans, daily reporting, and incident reports.
11. Ensures the rights and dignity of clients are protected.
12. Attends required trainings and maintain certifications within required timeframes.
13. Performs physical tasks of supporting individuals with varying mobility and personal care needs.
14. Performs physical tasks necessary for routine maintenance of work site.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Works in various departments and situations based on the changing needs of the Agency.
  2. Other duties as assigned.
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## **GENERAL EXPECTATIONS:**

1. Be committed to the mission of Mobius, Inc.
2. Work as a member of the Program team in the performance of duties.
3. Work in harmonious relationships with all employees, applicants, co-workers, management and visitors.
4. Represents the agency in a positive and professional manner.
5. Maintain confidentiality and protect the Agency by keeping information concerning clients, employees and the Agency itself confidential.
6. Potential - through a learning environment; seeks new knowledge and stays abreast of changes in his/her field, then uses that knowledge to improve client service or operations, and maximizing individual, team and Agency potential; shares and integrates that knowledge with the team to make the most of teachable moments.
7. Leadership - through innovation; explores new, creative and better ways of doing things that maximize client service, team productivity and cohesiveness, and Agency goals, and when feasible, implements them.
8. Compassion - through mutual respect and belief in one another; develops effective working relationships inside and outside of the agency; demonstrates teamwork and flexibility; ensures clients have every opportunity to make freely given relationships and be active members of their community; applies supports consistently.
9. Excellence - through self-assessment and quality assurance; produces work that is complete, accurate, timely, serves its purpose(s), and meets applicable documentation standards.
10. Citizenship - through contribution to the community; a) actively participates in outside community activities, events and causes to build a stronger community as appropriate to their position and role and b) actively supports clients to attend, participate and belong to community activities, events and causes.

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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 35 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.

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## **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.

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**QUALIFICATIONS NEEDED FOR POSITION:**

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

- Prior experience in human services strongly preferred.
- Ability and willingness to manage emotional or physical emergencies that can arise.
- Ability to work on a team, sharing responsibilities with co-workers, accepting direction from supervisors, and contributing ideas.
- Ability to safely accompany individuals into the community.
- Ability and willingness to assist individuals with all aspects of toileting and hygiene skills.

**Education Requirements:** The following education requirements are considered essential:

- Two-years post-secondary education in human service related field and/or equivalent experience preferred.
- CPR/First Aid Certified.
- CRMA certification as needed for position.
- A valid Maine driver's license and personal vehicle liability insurance as approved by the Mobius insurance underwriter; use of personal vehicle and proper maintenance of the same to safely transport individuals required.

\*\* 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.**

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Supervisor - Print Name

\_\_\_\_\_  
Employee - Print Name

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Supervisor - Signature

\_\_\_\_\_  
Employee - Signature

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Date

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Date