



# Southern Tier Independence Center

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Position Title	Direct Support Professional	HR USE ONLY	
Date Issued	11/2024	Hour Per Week/ Status	Part Time
Date Revised	01/2026	Hourly Rate	\$16.50
Reports to	Habilitation Coordinator	FLSA Status	Non-Exempt
Department	Community Habilitation	Location	Community Based

### Summary

The Direct Support Professional (DSP) delivers one-on-one Community Habilitation services to individuals with intellectual and developmental disabilities, supporting them as they develop skills, pursue personal interests, engage in new experiences, and build meaningful relationships within their community. Working under supervision and in collaboration with the Habilitation team, the DSP implements goal plans through person-centered supports.

### Education and Experience

1. High School Diploma *or* equivalent and experience working with individuals with disabilities preferred OR a combination of education/experience.

### Knowledge, Skills, and Abilities

1. Strong commitment to the independent living philosophy, Person Centered Planning, consumer choice and integration of people with disabilities into all aspects of community life.
2. Ability to effectively interact and work with individuals from diverse cultures and backgrounds.
3. Ability to communicate effectively, both verbally and in writing.
4. Demonstrate professional work habits including dependability, time management, independence, and responsibility.
5. Knowledge of ethical and professional responsibilities and boundaries.
6. Excellent attention to detail and organizational skills.
7. Ability to multi-task and work effectively in both a team and individual setting.
8. Capacity to work in various settings, including home visits and community-based locations.
9. Valid driver's license, access to a reliable and insured vehicle, and compliance with all applicable state regulations, including required vehicle inspections and driving record checks. Accommodations may be provided for employees who provide travel training on public transportation or telehealth.

### Essential Job Functions

1. Implement and provide face to face direct services or telephonic/telehealth and/or remote services as identified in the Habilitation goal plan to individuals with developmental disabilities enrolled in the Home and Community Based Services (HCBS) Habilitation Waiver Service Program.
2. Support individuals in achieving goals outlined in their Community Habilitation service plans.
3. Provide supervision, training, and assistance to individuals in developing patterns of living, activities and routines which are appropriate to the individual's age and the practices of the surrounding community, and which are consistent with the individual's interests and capabilities. Provide supervision, training, and assistance to individuals in developing competency in personal hygiene such as bathing, toileting, dressing and grooming, as well as socialization skills and independent living skills development, etc.
4. Assist consumers in developing Staff Action Plans, and attend six-month and annual Life Plan meetings to review progress and update goals.

5. Complete contemporaneous documentation of delivery of identified services from the individual's Habilitation Staff Action Plan, and Behavior Support Plan (if applicable), including monthly documentation. Prepare and submit all required paperwork, service documentation, timesheets, and mileage/expenses daily.
6. Establish and maintain a professional relationship with consumers, families, and Habilitation team at all times.
7. Complete all mandatory training in accordance with STIC and OPWDD regulations, including First Aid, CPR, and an OPWDD approved intervention course as needed.
8. Address and report all incidents, abuse and/or accidents observed during the delivery of service to consumers, following both STIC and OPWDD guidelines/regulations.
9. Comply with all STIC policies and procedures, as well as applicable state and federal laws and regulations.
10. Identify and report all suspicions or reports of abuse or incidents to the supervisor and participate in any investigations, as required
11. Attend all mandatory agency and departmental trainings, meetings, and sign language class and advocacy groups.
12. Perform all other duties relevant to the position as requested.

#### **Physical Requirements/Working Conditions**

- Transport program individuals in personal automobile and assist him/her into and out of motor vehicles, as necessary.
- Ability to sit, stand and walk throughout day to accomplish job.
- Ability to reach above shoulder level.
- Ability to turn/twist upper body.
- Ability to enter data, notes, and other documentation into a computer/tablet.
- Must be able to travel throughout covered territories in the Southern Tier of NY as needed.
- May require varying schedules to meet the needs of the individuals and programs, which may include evening or weekend hours.
- Physical stamina to assist individuals with mobility needs, including transfers or positioning, as necessary.
- Capacity to manage occasional exposure to varying weather conditions during community outings or transportation.
- Capability to lift, carry, and move items weighing up to [specific weight, e.g., 25 pounds].
- Willingness to work in diverse settings, including homes, community spaces, and outdoor areas.

*Reasonable accommodations may be made to the extent required under applicable law to enable individuals with disabilities to perform the essential functions of this position.*

*The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, skills, required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the direction of the employer.*

#### **I have read and understand the responsibilities outlined in this job description.**

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to: gender; gender identity/expression; sexual orientation; disability; age; race; color; creed; national origin; pre-disposing genetic characteristics; military, familial, marital or domestic violence survivor status; pregnancy or pregnancy-related conditions; criminal history; or any other protected class included in applicable local, state or federal laws.

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

Employee Signature: \_\_\_\_\_

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

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

Supervisor Signature: \_\_\_\_\_

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