



Visions of Independence

Direct Support Professional Job Description

Overall Responsibility:

By promoting independence, the Direct Support Professional (DSP) supports individuals who have intellectual disabilities ensuring the highest quality of life. DSP's assist individuals in day to day living by providing nutritious meals, administering medications, and monitoring and reporting on basic health and medical care.

Specific Responsibilities:

Supported Individual Care: Support Individual's physical, emotional and mental health; provide medical, optical, dental and other appointments as necessary. Monitor and follow-up on basic health and medical care and administer medications accurately. Recognize and respond to concerns of abuse or neglect.

Meals: Provide nutritious meals and snacks following Canada's Food Guide. Adapt to the Support Individual's likes, preferences, choices and medical requirements.

Person Centered Planning: Understand and follow each supported individual's "care plan".

Encourage Involvement with Activities: Encourage and assist each Individual to participate in the daily activities and responsibilities of their personal lives and their home. This includes, but is not limited to, personal hygiene, meal/nutrition preparation, grocery shopping, laundry, housekeeping and care of the yard.

Safety: Ensure that the property and equipment are maintained and used safely. Ensure that all Universal Safety precautions are followed in relation to personal care, working alone, storage of medications, handling of food, hazardous materials, and the storage and disposal of garbage. Ensure the home is clean and orderly for the comfort and safety of the Supported Individuals.

Communication: Maintain positive and effective communication with Individuals and families, supervisors, agencies, co-workers, and the community at large.

Documentation: Complete necessary records and documentation in accordance with VOI agency policy and procedures. This includes individual logs, medication sheets, Incident Reports, communication logs, receipts and household charts.

Community Involvement: Play and active role in providing opportunities for relationships with families, neighbours, and the community.

Financial Management: Assist Individuals with the day-to-day management of their personal funds; assist in managing household funds, including recording purchases and providing receipts.

Training & Development: Attend and participate in required and assigned training and development; including new staff orientation, staff meetings, external training and others as needed.

Reporting Relationships

Reports to: Facility Manager