Job Title: Direct Support Professional (DSP)

Supervisor: Program Supervisor (PS) or House Manager

Department: Program, Personal Supports, or Community Living

Part Time or Full Time, Non-Exempt

Salary Range: $15.75 —-$17.50—$19.25

**Core Values:**

Employees are expected to collaborate with clients, families and community partners. They will act intentionally to design each day with new opportunities and honor each person’s desire to express themselves and make personal choices. Employees will focus on their clients’ and advocate to the wider world in acceptance of neurodiversity.

**Brief Summary of the Position**:

Under the direction of the Program Supervisor or House Manager, the DSP will support adults with autism, in a ratio of 1:1 up to 1:4, in the community, in the home and employment environments.

**Essential Functions:**

75% Supporting adults with autism in employment, independent living, community, and other goals as identified in their Person Centered Plan (PCP). Communicate with client, families, program supervisor, or house manager. Coordinate and provide transportation for clients, as well as educate clients on mobility options. Create and use materials needed for client’s routines and PCP goals. Plan and execute community activities, skill-based classes, and individual teaching lessons as outlines in each client’s PCP. Review client cheat sheets, functional activities web, and related documents monthly.

20% Complete notes, data collection, graphing and other administrative duties. Maintain competence through in-service education activities, trainings, and workshops. Utilize all digital technologies available, including Microsoft Teams, Zoom, ADP, EVV and TWINSIS.

5% Other duties as assigned

**Supervisory Responsibility**:

None

**Knowledge, Skills and Abilities:**

* Digital Literacy
* Client Focused
* Value Based Thinking
* Functional/Technical Skills
* Communication Skills
* Solution Based Problem Solving
* Time Management
* Facilitation/Conflict Management

**Required Education/Certifications/Experience**:

High School Diploma or equivalent. Driver’s license and vehicle required.

**Preferred Education/Certifications/Experience**:

Bachelor’s Degree or equivalent experience, experience with the autism population.

**Additional Required Skills**:

Microsoft Excel and Word skills, excellent communication skills, organizational skills and ability to multi-task necessary. Must be a self-starter.

\*This position requires applicant to complete a background check and drug screen (arranged and paid for by Itineris, Inc.) prior to hire. DDA mandated trainings and required certifications provided once hired.