Job Title: Personal Supports Direct Support Professional (DSP)

Supervisor: Program Supervisor

Department: Personal Supports

Shifts: Shifts: **Must be available 3pm-9pm weekdays and 10am-6pm Sat/Sun. Specific shifts to be discussed during phone screen/some shifts may not be entire timeframe listed.**

Part Time or Full Time, Non-Exempt

Salary Range: $15.75/hr --- $17.50/hr --- $19.25/hr

**Brief Summary of the Position**:

Under the direction of the Program Supervisor, the DSP will support adults with autism, in a ratio of 1:1 in the community and in the home environments.

**Essential Functions:**

85% Supporting adults with autism in independent living, community, and other goals as identified in their Person-Centered Plan (PCP). Communicate with client, families, and Management staff. Coordinate and provide transportation for clients. 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.

5% Complete notes, data collection, graphing and other administrative duties. Maintain competence through in-service education activities, trainings, and workshops.

5% Other duties as assigned

**Supervisory Responsibility**:

none

**Required Education/Certifications/Experience**:

High School Diploma or equivalent. Driver’s license, Car Insurance 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.