

Autism Services Center

Job Title: Direct Support Staff (DSS)

Department: Residential and Community Programs

Direct Supervisor: Residential or Community Program Manager

Revised Date: June 21, 2012

Qualifications:

- At least a High School Diploma or GED
- At least 18 years of age
- Must have a valid driver's license, insurance and a safety sticker for their car
- All direct care staff must successfully complete agency training

Job Description:

The Direct Support Staff will:

- Provide for overall safety and health of the clients.
- Follow all ASC personnel policies.
- Work all assigned shifts.
- Attend mandatory meetings.
- Implement the daily client schedule that is based upon the individual client IPPs.
- Implement behavior support programs that are individualized for each client.
- Provide transportation for clients as needed.
- Complete all documentation in a timely and accurate manner.
- Implement Crisis Intervention Procedures as needed.
- Complete all assigned duties.
- Guide, teach and assist clients in skill development and community involvement.
- Use augmentative communication device or other appropriate means of communication.
- Participate in community activities with clients and teach appropriate social interaction.
- Represent ASC appropriately while in the community during work hours.
- Be role models of acceptable behaviors for all clients.
- Reasonably react to crises and incidents.
- Provide CPR and First Aid, when needed.
- Follow through with all job requirements and instructions given by a supervisor.
- Complete other duties as assigned by a supervisor.