

**Job Title:** Direct Support Professional (DSP), Grade 3  
**Reports to:** Community Habilitation Program Coordinator  
**FLSA Status/Schedule:** Non-Exempt; Variable-Hour  
**Location:** Madison County

**ARISE's mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.**

### Qualifications:

- High school diploma (or equivalent combination of education and experience)
- One (1) year of previous work or life experience teaching daily living skills / providing supports to individuals with disabilities
- Demonstrate and use good judgment
- Effective verbal and written communication skills; ability to capture valuable case notes and relay the information through writing
- Proficient computer skills; proven ability to become proficient in new computer software
- Clear all pre-screenings, including criminal history records check, drug screen, child abuse registry, exclusions database
- Have and maintain clean NYS driver license
- Have registered, inspected, insured motor vehicle
- Able to operate motor vehicle focused on safety in compliance with all applicable laws
- Able to plan and schedule tasks, activities, etc.
- Able to guide another in learning independent living skills
- Physical demands of the job include being able to:
  - stoop, kneel, reach, push, pull, sit, stand, walk, talk, hear, listen and communicate appropriately
  - exert up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects and assist people in and out of wheelchairs
  - assist with personal care, including transferring and toileting as needed

### Essential Functions:

The DSP works with an individual to support individualized choices that:

- Maximize development of skills and behaviors necessary for the individual to be an active participant in the community
- Include activities that are relevant to the development of the individual, self-awareness, and for the development of meaningful personal relationships with individuals of any ability in inclusive settings and communities
- Involve age-appropriate activities
- Display dignity and respect for the individual and his/her rights and choices
- Encourage individual's participation in settings that enhance strengths, capabilities, interests, needs and preferences
- Improve or enhance the individual's independence

- Are provided in accordance with the Individualized Service Plan/Life Plan, Staff Action Plan, safeguards, and goals
- Submit timely accurate documentation consistently no later than **every** Monday at 4 p.m. **for the prior week (Saturday through Friday)**
- Upon implementation, utilize internal database to record documentation and complete other administrative functions
- Uphold the codes of conduct and ethics as well as all ARISE policies and procedures
- Exercise sound judgment as a matter of course and hold protected health information and other sensitive information in the strictest of confidence in accordance with ARISE and HIPAA policies
- Act in accordance with New York State's Office for People with Developmental Disabilities "Direct Support Professional Standardized Competencies"
- Follow the Code of Ethics developed through the National Alliance for Direct Support Professionals and attend all OPWDD mandated trainings
- Report promptly and maintain a punctual schedule
- Observe appropriate dress code and practice good hygiene
- Limit telephone use to bona fide ARISE business and/or emergencies
- Attend mandatory meetings (trainings, team and/or supervisory meetings, etc.)
- Perform other duties as assigned

**Benefits:**

- Participation in the 401(k) plan can start as soon as the first of the calendar quarter following date of hire; employer match after one year includes 100% vesting immediately
- Free / Confidential Employee Assistance Program