

THE ARC OF SAN ANTONIO
JOB ANNOUNCEMENT
DIRECT SUPPORT PROFESSIONAL

JOB FUNCTION

- To prepare adults (age 18 or over) with intellectual and other developmental disabilities (I/DD) to integrate more fully into the community through the provision of quality habilitation through the demonstration of good social interactions, cooperative work, and daily life events.
- To assist adults with I/DD in reaching their full potential by offering opportunities for enriching, meaningful activities through a person-centered approach.
- To offer adults with I/DD the opportunity to explore and demonstrate how to make choices regarding their likes and dislikes as well as their daily lives.

PRIMARY WORK HOURS: Forty hours per week. Current standard business hours are Monday-Friday, 8:00 a.m. to 4:00 p.m., with flexing of hours as conditions demand.

QUALIFICATIONS

- Must be at least 18 years of age and have a high school diploma or equivalent.
- Must have (or obtain prior to start date) current CPR/First Aid certification.
- Must have a valid Texas Driver's License and proof of liability insurance.
- Must pass pre-employment drug and criminal background screenings
- Must be willing to be trained on and drive a shuttle bus.
- Experience working with individuals with intellectual or other developmental disabilities is preferred.
- Must have good verbal and written communication skills.
- Must have a working knowledge of computer use for accessing email, using the internet, and creating basic Word documents.
- Position requires ability to assist in lifting and supporting participants; must be physically able to lift up to 100 pounds, bend, squat, move heavy objects by pushing or pulling the item; move quickly in case an individual runs; be on feet for extended periods of time; and be able to walk a great deal during the day.
- Must have the ability to assist individuals with daily living and personal care needs.
- Must be able to meet deadlines.
- Must be willing to give up access to personal cell phone when on duty unless for emergency.

DUTIES

- Provide opportunities geared toward attainment of individual's goals and objectives.
- Provide accurate and timely documentation.

- Provide support to co-workers toward implementation of activities; work harmoniously with others to encourage and enhance the team process.
- Provide needed assistance for each individual, no matter where they are located in the building, through a person-centered approach.
- Plan and gather materials for activities.
- Provide information to program manager regarding the status of each individual and to assist in the development of habilitation goals and objectives.
- Provide information to program manager regarding improvement or decline in activities, behavior, and physical or mental status to ensure health and safety of each individual.
- May be required to pass medications, perform tube feedings, and perform light suctioning of individuals served. The Arc will provide training.
- Complete all tasks related to maintaining a safe and sanitary environment according to CDC and Arc of San Antonio published guidelines. Each staff is responsible for maintaining his/her assigned room and other program areas as designated.
- Approach each individual in a manner that allows him/her to maintain his/her self-respect and dignity.

PAY RANGE

\$11.00 per hour - \$14.00 per hour (commensurate with experience and credentials), plus benefits.

Please submit resume and cover letter to: ewilliams@arc-sa.org