

**Community Options, Inc.**  
**Direct Support Professional II Job Description (DSP II)**

**PURPOSE:** To provide service and support to people with developmental disabilities in order to help them achieve more meaningful and productive lives in accordance with the value statements of Community Options, Inc. (COI). Services and supports are offered across program lines and include residential, day program and a variety of community supports and are all person centered in nature. Person Centered Planning (PCP) takes place with all clients and staff participate in the planning and implementation of the PCP. DSP II assists the Manager and/or the Coordinator in the daily operation in accordance with COI value statements.

**QUALIFICATIONS:**

1. High school diploma or GED required.
2. Valid Colorado driver's license and a driving record acceptable to COI's insurance company.
3. Acceptable criminal background check required.
4. One year of related experience required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Assignments of duties will be made according to agency need to provide services to people receiving services.

In addition to the regular duties of DSP, the following duties will be required of the DSP II:

1. Prepare assessments for Service Plan (SP) meetings, which are of good quality and submitted in a timely manner.
2. Develop, write and implement goals and objectives for clients.
3. Carry out and monitor progress of Service Plans.
4. Provide a comprehensive daily program relative to the needs and desires of persons served and provide supervision and guidance as required.
5. Assist with training of staff when needed.
6. Assist the Manager in completing assigned filing and paperwork (daily, weekly and monthly).
7. Perform duties and conduct interactions with agency staff, persons served, and the public in a manner consistent with COI values.
8. Deal with stress and stressful situations in an effective, productive manner.
9. Promotes and maintains appropriate professional and ethical relationships in accordance with policies, rules and regulations.
10. May be required to complete specialized training relating to the needs of clients who are considered at-risk.
11. Meet regularly with supervisor to discuss ongoing issues.
12. Maintain familiarity with agency policies and procedures.
13. Maintain open communication with all disciplines.
14. Satisfactorily complete all required training.
15. Participate in weekly team meetings and person receiving services reviews.
16. Satisfactorily complete all duties as assigned.

DSP IIs who are also performing some or all the duties of a Medical Clerk would also perform the following duties:

1. Assist in the coordination of medical, dental, and therapeutic appointments for all persons receiving services.
2. Assist in the set up and maintenance of charts and records for each person served.
3. Assist in appropriate distribution of Med Clerk information and records.
4. Complete and document needed medication counts.

**PHYSICAL DEMANDS/ENVIRONMENTAL CONDITIONS:** Work as a DSP is physically demanding. DSPs spend numerous hours standing and walking and may perform tasks that may be unpleasant including personal care. In addition, people receiving services may be confused, irrational, agitated or uncooperative. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job and will vary depending on the clients who are assigned to staff.

1. DSPs must guard against back injury because they may need to move clients in/out of beds, wheelchairs, vehicles and commodes. DSP's are trained on and required to follow proper body mechanics and procedures for lifting/moving clients.
2. DSPs must occasionally lift and/or move up to 50 pounds alone and up to 100 pounds with assistance.
3. DSPs must exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently.
4. The employee is frequently required to walk; use hands to finger, handle, or feel and reach forward with hands and arms. The employee is occasionally required to sit, stoop, kneel, or crouch.
5. Interact with all individuals and staff at all times with appropriate voice tone, level and pitch, language used, gestures and physical movements in compliance with individual rights while at all times respecting the rights of individuals and staff.
6. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
7. Specific talking abilities required for this job include expressing or exchanging ideas by means of spoken word. This is especially crucial when detailed or important spoken instructions must be conveyed to other workers accurately.
8. Specific hearing abilities required by this job include perceiving the nature of sounds at normal speaking levels with or without correction, having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
9. DSPs may be subject to chemicals and infectious diseases. DSP's are trained on and required to follow Universal Precautions.

**Supervision:** The DSP II is supervised by the appropriate Manager. The DSP II has no supervisory responsibilities.

I have read this job description and can perform all the essential duties of the position with or without reasonable accommodation.

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Printed Name

Signature

Date