



GOODWILL INDUSTRIES OF NORTHEASTERN PA
925 PROSPECT AVENUE, SCRANTON, PA 18505
(570) 343-1166 | www.goodwillnepa.org

JOB DESCRIPTION

Position: Direct Support Professional (DSP)

Supervisor: DSP Site Supervisor

Basic Function: Goodwill of NEPA operates thirteen (13) community living arrangements (CLAs) throughout Lackawanna and Luzerne Counties. The DSP is responsible for assisting in promoting the rehabilitative objectives of the program within these CLAs.

Specific Duties and Responsibilities:

- Implements all facets of living as close to “normalization principal” as possible.
- Maintains an appropriate and wholesome environment within the home for all residents.
- Provides an atmosphere free of tension and strain so all residents can live comfortably and harmoniously.
- Assists residents in reaching the highest level of independence in all areas of living as possible.
- Implements goal plans in accordance with Individual Service Plans (ISPs).
- Assists residents in enhancing activities of daily living (ADL) skills.
- Assures programmatic documentation is complete and in accordance with agency policy and procedure and DPW regulation for community living arrangements for individuals with intellectual disabilities.
- Conducts a variety of recreational, social and leisure activities for constructive use of time by residents.
- Maintains a clean, safe, and secure environment at all times. Reports any concerns to supervisor.
- Provides a sympathetic and understanding environment for dealing with resident’s problems, behaviors, likes, dislikes, etc.
- Maintains records as required by the supervisor.
- Adheres to Human Rights Policy and Procedures.
- Balances Residential Financial Logs as transactions are conducted.
- Ensures that meals are prepared accordingly to menus that are already planned. Encourages resident’s assistance as suitable or as directed by Individual Service Plans.
- Participates in in-service training sessions as required.
- Cooperates fully and honestly with any investigation conducted by our agency, county officials or state officials, including but not limited to; investigation of any resident’s care and agency policy and procedure.
- Displays a professional attitude and appearance at all times.



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- Follows the directions of Site Supervisor except when the safety of clients may be threatened.
- Performs other duties as designated by supervisor, assistant supervisor, President or CEO.

Essential Functions:

- Observes all physical, emotional, and behavioral concerns and takes appropriate action deemed by the severity of the problem
- Responds to emergency situations in an appropriate manner that ensures the safety of the residents.
- Monitors and documents the dispensation of all prescribed and any over the counter medications in accordance with Medication Training and agency policy.
- Must have the ability to provide appropriate assistance during a behavioral episode.
- Must remain awake and alert during entirety of shift.
- Must be willing to relocate to any community living arrangement within the region in order to best serve our clients.
- Provides direct care as necessary. May include lifting, transferring of clients, etc.

Job Specifications:

- Must have high school diploma or GED.
- Must pass a physical examination and TB test prior to employment.
- Must possess a valid, up-to-date, Pennsylvania driver's license and be insurable by our agency's insurance carrier.
- Must be able to carry out physical aspects of the position including lifting, transferring, etc.
- Must pass a Pennsylvania and/or FBI criminal history record check prior to employment.
- Some shifts require sleepovers.

Hours: Schedule may vary (full or part time) to be agreed upon at the time of hire and detailed on the Statement of Confirmation form. 7 days a week, 24 hours. Hours may be requested and or required due to the pragmatic needs of the residents, staff turnover, emergencies, staff vacations or other unforeseen circumstances that may arise. Hours are subject to change without prior notice and may exceed the normal work hours per week. Schedule changes are at the discretion of management.

I hereby acknowledge that I have read, understand, and fully accept the duties and responsibilities associated with this job description.

Employee: _____ **Date:** _____