



## **Job Posting**

**Posted: 3/2/2020 – Closing Date: Until Positions are Filled**

**Job Title:** Direct Support Professional  
**Department:** Residential Services, Pennsylvania and Delaware  
**Reports To:** Team Facilitator and/or Team Leader  
**FLSA/Internal Code:** Non-Exempt, Full Time and Part Time Positions / L7; **Anticipated Salary Range:** \$ 11.75 per hour  
**Qualifications:** Minimum qualifications include:

- High School Diploma or GED required; 2 years of experience working with persons with developmental disabilities and/or mental health needs is preferred.
- Valid driver's license with 2 years of a clean driving record with no restrictions on driver's license. Position may require the use of personal vehicle to transport Consumers.
- Computer Skills to input daily notes, communicate via e-mail and participate in on-line learning as required.
- Basic math and reading skills.

**Must demonstrate:**

- Ability to collaborate with team members including coworkers, county representatives and health professionals working in the home or other community settings.
- Ability to understand and support licensed programs including regulatory compliance and policies concerning care, treatment and inclusion in community settings.
- Ability to implement Behavior Support Plan (BSP) and crises intervention techniques as defined by the Clinical Team in accordance with Community Interactions nonrestrictive procedures policy.
- Strong written and oral communication skills.
- Participation in Inter-Agency Service Planning Meetings as assigned.
- Acceptable criminal record clearances and employment references.
- Advocacy for individuals with intellectual and development disabilities.
- Ability to meet both the physical and essential requirements of the position as outlined in job description.

**Summary of Responsibilities:**

The Direct Support Professional (DSP) is responsible for providing quality person-centered services to customers. The incumbent is responsible for mentoring and support Individuals as well as ensuring their health, welfare and safety according to Individual Service/Support Plans. The Direct Support Professional is responsible for meeting service expectations of their assigned customers and families, as well as that of funders and licensing entities, under the supervision of the Team Leader/Team Facilitator.

The work of a Direct Support Professional (DSP) includes the provision of direct supports, which could include lifting and other physical activity. The DSP may also be required to perform general housekeeping, shopping, office duties, requiring the ability to sit and/or stand for long periods of time. The ability to drive persons served from program sites to community activities is required.

*External candidates interested in applying for positions will need to forward a resume and letter of interest to Human Resources at [recruit@ciinc.org](mailto:recruit@ciinc.org). Internal applicants (employees) should complete an Internal Transfer Requests and forward it to the Human Resources Department. Forms can be located on the Employee Portal (Intranet) at <http://intranet.ciinc.org/>. Forms are in the Human Resources Directory.*

**Your Life... Your Choice... Our Mission!**  
**We are an Equal Opportunity Employer and participate in the Drug Free Workplace Act**