

Direct Support Specialist –ISL Program

The Direct Support Specialist is responsible for effective teamwork and for providing direct support to the ISL consumers(s) in their homes. We assist Bridges consumers to strive to be and do their own personal best and to have the best life experience possible.

Supervisor: Resource Manager

Essential Job Functions

Assure a clean, safe, comfortable, personalized, and friendly home for each consumer.
Maintain standards as outlined by the Department of Mental Health, Medicaid Waiver, or other funding sources.
Assure the consumer's yearly plan and goals are being reviewed and met.
Work the hours you are assigned and be on time. Approve all schedule changes with immediate supervisor in a timely manner.
Assure that all medical orders are followed and documented properly, according to Level I Medication Administration guidelines.
Provide protective oversight as needed and specified in the consumer's yearly plan.
Follow all Bridges and DMH policies regarding abuse and neglect reporting.
Assure that the consumer receives immediate medical attention for any problem.
Maintain knowledge of the consumer's data book and records.
Assure that the consumer eats nutritious meals based on his/her choices, resources, and PCP guidelines.
Assist the consumer to live within his/her means and ensure that any purchases exceeding \$100 are pre-approved in writing by the appropriate coordinator.
Do not use consumer's telephone for personal business, except in case of emergency. Keep all other personal business to a minimum.
Administer medications as needed.
Maintain a reliable automobile, valid driver's license and current auto insurance and notify your supervisor immediately of any changes in this regard.
Transport consumer in your own automobile as needed.
Exhibit appropriate modeling behaviors in your own health and hygiene. Be an effective role model.
Must be able to work alone with clients.
Follow through on instructions from your supervisor.

Other Responsibilities and Paperwork

Complete all required training (See the reverse side of this page).
Maintain a positive professional relationship with the consumer and the ISL staff team.
Make required entries in the documentation book in the consumer's home.
Obtain & review Bridges' Employee Handbook, keeping updated on changes in policy/practice.
Perform other duties as assigned by Bridges.

Physical requirements:

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| * ability to use stairs and walk for prolonged periods of time | * ability to accompany consumers outside of the home |
| * ability to bend and reach | * other physical requirements specified by consumer's individual support needs |
| * ability to lift up to 50 lbs. | |

TRAINING REQUIREMENTS

Part 1 - Must be completed before working with consumers.

1. Clear background check (including checks in DMV, FCSR, OIG, Case Net & E-verify)
2. Valid driver's license verified by Human Resources (rechecked by HR every 6 months)
3. Proof of current auto insurance verified by Human Resources
4. CPR - required every year.
5. First Aid - required every 3 years.
6. Level I Medication Administration (Yearly Basic Med re-certification)

Part 2 - Must be completed within 30 days from hire date.

1. Core Basics for Adult/Children's Service Providers - one time training.
2. HIPAA – required every year.
3. Abuse and Neglect – required every year.
4. Blood borne Pathogens - required every year.

Part 3 - Must be completed within 60 days from hire date.

1. Mandt or CPI - required every year.
2. Job Hazards – required every two years.
3. Fire Safety – required every two years.

Part 4 – Must be completed within 90 days from hire date.

1. Person Centered Planning - one time training.
2. Report Writing – one time training.
3. Defensive Driving – one time training.

If interested, please email your resume to working@bridgescss.com or fill out an application online and click submit.