

VACANCY NOTICE

JOB TITLE: Residential Direct Support Professional

RATIONALE: The Residential DSP is responsible for the care, supervision, and training of individuals residing in the group home, as well as the daily upkeep of the home. Responsibilities may also include transporting individuals living in the home, shopping, cooking, minor home maintenance, and record keeping.

BASIC DUTIES:

1. Provides assistance in activities of daily living for individuals
2. Prepare meals and snacks
3. Provides 1:1 activities/help as needed
4. Help organize and manage a household
5. Transport individuals to desired places and appointments
6. Provides instruction to individuals to help work on chosen outcomes.

DESIRABLE QUALIFICATIONS:

1. Ability to follow verbal and/or written directions and report at scheduled times.
2. Ability to relate positively with persons with developmental disabilities.
3. Demonstrates good worker role model for persons enrolled in work services.
4. Ability to maintain required data/records
5. Ability to communicate clearly with persons supervised and provide on-the-job training.
6. Ability to work independently as well as part of a team and implement outcomes, person centered plans, and services as needed.
7. Ability to work on multiple tasks and have good organizational skills.
8. Demonstrated oral and written communication skills.
9. Ability to perform simple mathematical computations
10. Ability to work holidays as scheduled.

MINIMUM QUALIFICATIONS:

1. Ability to pass basic First Aid and CPR certification training.
2. At least 18 years of age.
3. Ability to obtain IL DHS Direct Support Person (DSP) credential (education provided by agency)
4. Ability to pass pre-employment background checks, fingerprinting, and drug testing
5. Ability and willingness to comply with agency procedures and state regulations
6. Possess a valid HS Diploma or GED from a nationally accredited high school
7. Ability to work evenings, nights or midnight shifts.
8. Have a valid driver's license

PHYSICAL REQUIREMENTS (to be met with or without reasonable accommodations):

1. Stand or Walk.
2. Sit at desk or other horizontal surface.
3. Assist in lifting and transferring an individual from lying to sitting, sitting to standing, and standing to sitting.
4. Lift and carry up to 50 pounds.
5. Reach overhead and in front of body.
6. Bend, stoop, kneel and twist.
7. Simultaneous use of hand, wrist, and fingers.
8. Talking for ordinary conversation and for other sounds, i.e. machines.
9. Hearing for ordinary conversation and for other sounds, i.e. machines.
10. Climb stairs.
11. Color vision and entire scope of vision.
12. Work with other duties as assigned

HOURS PER WEEK: Full time, 30-40 hours per week (non-exempt)

DATE AVAILABLE: Immediately; **PRIMARY JOB LOCATION:** Austin House

HOW TO BECOME AN APPLICANT:

Internal Applicants: Must submit a letter of interest while the posting remains active at <http://www.hrcec.org/index.php/employment-new/job-openings> to angela.edmonds@hrcec.org and kylei.tumey@hrcec.org

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INTERNAL & EXTERNAL POSTING

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External Applicants: 1. Must submit a completed application to Angela Edmonds (via fax, E-mail, mail, or in person), 2. Meet the minimum qualifications for the position, 3. Specifically state position being applied for on application, and 4. Application must be received while the posting remains active at <http://www.hrcec.org/index.php/employment-new/job-openings>.

CONTACT: Angela Edmonds; Director of Human Resources, Human Resources Center of Edgar and Clark Counties; PO Box 1118; 753 East Court Street; Paris, IL 61944; angela.edmonds@hrcec.org; office: 217-465-4118x1349; fax: 217-465-8424