

Job Description – Floater Staff

TITLE: DSP FLOATER (FDSP)

The DSP Floater position is full-time hourly position that has a starting pay rate of \$12.00 per hour. A (F)DSP will assist and support a variety of clients in regard to age, functionality and Behavior Support Plans. (F)DSP's have proven responsible, reliable and dependable employees. They have shown effective time management skills, exceptional communication skills and a strong knowledge of the Personal Care Assistant/Direct Support Staff position. A (F)DSP's schedule will vary from week to week, depending on staffing needs, emergency situations and any other issues that may arise as it pertains to meeting the clients' needs, but will not be on-call or expected to change their current work schedule once it has been set for that week.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in general or special education, Psychology, Sociology or a related human services field.
- 6 months experience in a DSP position with the agency or similar agency.
- Knowledge of Word, Excel and Outlook systems. Ability to utilize a fax machine, phone system and other office materials as necessary for the position.

MINIMUM QUALIFICATIONS:

- An employee that has been in good standing with the agency and employed for a minimum of 90 days
- No major violations or disciplinary actions within the past 30 days
- Current on all required trainings/certifications (see DSP qualifications for list)
- Ability to maintain required minimum hours and work all assigned shifts. Shift times may be scheduled at any time during their scheduled work week, however, will not be required to work more than 16 hours at one time without a minimum of an 8 hour break in between shifts.
- Must be able to lift a minimum of 75 lbs and be able to stand for long periods of time as needed to assist clients in all activities associated with daily living skills and goals specific to the client.
- Working cell phone and internet access to contact the office and to view assigned shifts through the When to Work system on a daily basis, as necessary to maintain minimum hours.
- Ability to respond quickly to phone calls, texts or emails regarding requests and expectations from supervisors.
- Open availability to be scheduled during the required days of work.
 - Work week equals either a Tuesday through Saturday schedule with guaranteed Sundays and Mondays off or a Saturday through Wednesday schedule with dedicated Thursday and Fridays off.
- Owns a reliable and dependable vehicle that is insured in the state of Missouri or Illinois.
- Valid driver's license and driver's insurance on file with HR Department at all times
- Ability to work with a variety of clients in regard to age, functionality and Behavior Support Plans/ Individualized Support Plans.

REPORTS TO: Director of Natural Home, Director of ISL Department

JOB REQUIREMENTS AND RESPONSIBILITIES:

DSP Floaters will continue to follow the job responsibilities of current DSP staff, which include but are not limited to assisting in behavioral and personal care services to a specific learner that will enable him/her to reach his/her fullest potential and improve behavior, academic, social and functional skills.

- Assistance with any activity of daily living as outlined in the client's Behavior Support Plan/Individualized Support Plan.
- Bathing, toileting, transfer and ambulation, grooming, exercise and extension of other forms of therapy

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- Staff support, recreation and leisure activities, teaching functional communication, implementation of behavior plans, achieving increased independence, productivity, and inclusion in the community.

In addition, DSP Floaters shall be responsible for:

- Receiving and acknowledging a weekly schedule from their staffing supervisor each Friday in preparation for the following week.
- Ability to understand and implement a variety of Behavior Support Plans per each client’s outcomes and goals.
- Report any issues or concerns regarding BSP implementation to the direct supervisor of that client.
- Completing data on a daily basis, proper completion of time sheets, therapist checklists, or communication logs as outlined per client team.
- May be contacted to flex or swap guaranteed days off to help with additional coverage when necessary and only at the behest of the Floaters approval of the switch.
- Other duties as assigned

Please initial, sign and date below stating that you have reviewed and will abide by the job descriptions and requirements of the DSP Floater position:

Signature: _____ Date: _____

Full time or Part time?	Starting rate of pay:	NH probationary end date:	HR documentation date:
FT PT	T1: T2:	<i>(90 days from above)</i>	Int: