

Job Description – Direct Support Professional (DSP) Trainer

TITLE: Direct Support Professional Trainer

The Direct Support Professional Trainer position is full-time non-exempt position in which the Trainer's primary responsibility would be as a mentor and trainer to all DSP staff on a client's Individualized Support Plan and Behavior Support Plan, provide observation and shadow shift support as well as provide support and care directly to the clients through 1:1 shift work.

They will assist and support a variety of clients in regard to age, functionality and Behavior Support Plans and be familiar with the client's daily routines and expectations so they can train new staff on those routines. They are responsible, reliable and dependable employees. They possess effective time management skills, exceptional communication skills and a strong knowledge of the Direct Support Professional position. A DSP Trainer's schedule may 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.

A DSP Trainer must be flexible and able to train the staff in a variety of environments including ISL residential homes as well as in the community. A DSP Trainer's weekly schedule will be set in advance on the Friday morning prior to the work week (Monday through Sunday). Their work schedule will provide a minimum of at least 1 day off per week unless a previously agreed upon adjustment is necessary.

DSP Trainers will be expected to work with any demographic of client regardless of age, sex, abilities, and behavioral restrictions. DSP Trainers must be able to work independently with minimal oversight and direction and have the knowledge to read and understand any behavior support plan and individual support plan.

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 BIS.
- Knowledge of Applied Behavior Analysis Principles.
- Knowledge of Word, Excel and Outlook systems. Ability to utilize a fax machine, phone system and other office materials as necessary for the position.
- 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

MINIMUM QUALIFICATIONS:

- Working cell phone and internet access, ability to view available shifts through the When to Work system on a daily basis.
- Ability to respond quickly to phone calls, texts or emails regarding requests and expectations from supervisors.
- Ability to be on call to their RQM for the purpose of emergency scheduling, coverage, or client issues.
- Flexible availability, especially on weekends in a varying schedule from week to week.
- Reliable and transportation that is insured in the state of Missouri or Illinois.
- Current 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.
- Current on all required trainings/certifications (see DSP qualifications for list)

REPORTS TO: ISL Scheduler, Residential Quality Managers

JOB REQUIREMENTS AND RESPONSIBILITIES:

Behavior Intervention Services, LLC

Job Description – Direct Support Professional (DSP) Trainer

DSP Trainers will follow the general job responsibilities of the DSP position, 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. They must also possess the ability to train other staff on the client's routines and act as a role model and mentor to their staff on the correct way to implement specific teaching strategies.

- Assistance with any activity of daily living as outlined in the client's Behavior Support Plan or Individualized Support Plan which can include bathing, toileting, transfer and ambulation, grooming, exercise and extension of other forms of therapy
- Mentor and first in-home contact with newly hired DSP staff within 48 hours of limited duty release by the HR Department to introduce themselves as a resource of information.
- Minimum check in expectation of personal contact with their staff at least every 30 days
- Provide observation and Quality Assurance notification to their supervisor when observing clients and/or staff in the home.
- Maintain a written or electronic call log of the contact and communication points with staff. Provide summaries of communications in written form (i.e., email) to ISL Director and HR Director as historical documentation of items reviewed with staff.
- Trainer to staff not only as first contact but ongoing support and as role model and confidant for staff as they settle into their roles and responsibilities within BIS.
- Staff training in regards to recreation and leisure activities appropriate for their client(s), teaching functional communication, implementation of behavior plans, achieving increased independence, productivity, and inclusion for their clients in the community.
- Ensure that direct support staff are able to implement appropriate behavioral procedures and teaching strategies to the direct support staff.

In addition, DSP Trainers shall be responsible for:

- Maintaining their minimum required hours per week (37 – 40) based on the needs of the clients, new staff orientation hires or emergency shift coverage. Overtime may be a requirement of this position due to the on call requirements. OT will be authorized by their RQM based on the needs of the team, department and client for all staff members. Unauthorized OT will be subject to disciplinary action up to and including termination.
- Understanding, implementing and training new staff on the Behavior Support Plans of each client in their ISL pod. Report any issues or concerns regarding BSP implementation to the Behavior Analyst and direct supervisor of that client, bcc'ing the HR Director for the purpose of historical documentation.
- Completion of any required documentation in the home as outlined per client team. Supply Quality Assurance information to supervisor as necessary.
- Attending monthly team meetings to stay current with client needs.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Employee Signature_____

Date____/____/_____