

Direct Support Professional (DSP)

Department: Day/Community Program

Supervised by: CEO

Hours: M-F 8:00am-4:00pm

WAGE: \$16.50/Hour Minimum

Job Summary: Direct Support Professional (DSP)

The Direct Support Professional (DSP) at Bergmann Center plans and provides a variety of activities for individuals, both at the center and in the community. The role focuses on helping individuals achieve independence, build relationships, and develop skills for employment and community involvement. The DSP is responsible for daily documentation, communication with home providers, and assisting individuals with various needs throughout the day.

Key Responsibilities:

- Ensure the safety and rights of all clients, treating them with dignity and respect.
- Review daily schedules and complete required documentation.
- Protect recipient rights and report any violations.
- Plan and provide meaningful activities based on client preferences.
- Assist with transportation and supervision in community settings.
- Provide personal care assistance, including meals, hygiene, and medication.
- Document client attendance for billing purposes.
- Maintain confidentiality of client information.
- Participate in training, meetings, and fundraising events.
- Ensure cleanliness and safety of work areas.
- Follow all Bergmann Center policies and procedures.

Qualifications:

- High school diploma; experience with adults with developmental disabilities preferred.
- Strong verbal and written communication skills.
- Ability to work well with large groups and independently.

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- Physical ability to perform job duties, including lifting and standing for extended periods.
- Reliable transportation and flexibility with scheduling.
- Ability to maintain confidentiality and pass background checks and drug tests.
- Commitment to the mission and purpose of Bergmann Center.

Working Conditions:

- Daytime hours with occasional weekends, evenings, and overnight activities.
- Work in various settings, including indoors, outdoors, and community locations.
- Paid job-related training and educational opportunities.
- Rewarding but may be physically and emotionally challenging.

Commitment: Must be committed to the mission of Bergmann Center, Inc., and abide by the Code of Conduct.

Qualification Requirements:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I _____ acknowledge that I have read the above job
print full name
description and have had the opportunity to ask questions pertaining to the essential job
duties, responsibilities, requirements, knowledge, skills and abilities required for the
position of Community Connections Coach (Support Staff).

Signature

Date

CEO

Date