**Venture Productions Inc.**

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| **JOB TITLE: Direct Support Professional – Vocational Habilitation** |

**NORMAL WORKING HOURS:** 9:00 AM – 2:30 PM (Monday – Friday)

**REPORTS TO:** Vocational Habilitation Supervisor

**ESSENTIAL JOB DUTIES:**

1. Assists in provision of services (e.g., habilitation and program services; workshop or community employment, Community Life Engagement Skills, planned job skill training and personal services, including toileting and other direct personal care) to adults enrolled in the program.
2. Provides personal assistance to individuals assigned in the activity/program.
3. Guides assigned individuals in productive and recreational activities and provides vocational training in community and workshop settings.
4. Follow the ISP consistently and accurately by completing outcomes and supports in a respect based manner.
5. Completes and maintains records and charts assigned to individuals’ progress/activity
6. Completes requisition orders for production or program materials and supplies
7. Prepares production reports and packing slips as needed
8. Assists in time studies as assigned
9. Maintains inventory records for assigned program and production area(s).
10. Ensures safety of assigned individuals
11. Cleans and maintains work area
12. Packaging of products for customers to be shipped
13. Transports assigned individuals to and from approved destinations.
14. Performs daily preventative maintenance on production or program equipment
15. Outside Contract substitution as needed.
16. Medication administration duties as assigned by Delegated Nursing
17. Performs related duties as assigned by supervisor.

**QUALIFICATIONS / REQUIREMENTS:**

1. Valid Ohio Driver's License, acceptable driving record, and state minimum automobile insurance
2. Successful completion of all requested background checks, drug screens, health physical, etc.
3. Must be able to move freely and quickly throughout the Venture facility; move easily across a variety of indoor and outdoor surfaces; watch and listen to the activities of clients and staff; communicate effectively with people; use a computer with a keyboard; bend and lift; and lift up to 25 pounds.

**EDUCATION/TRAINING/EXPERIENCE:**

1. High School Diploma or GED Equivalent.
2. Experience preferred directly relevant to the provision of services to adults with DD.
3. Must be able to meet training requirements set by VPI.

**POST HIRE REQUIRED TRAINING, CERTIFICATIONS, REGISTRATION, AND LICENSURE:**

1. First Aid/CPR

2. Specific job duties

3. Maintain Valid Driver’s License

**RELATED FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Performs other duties as assigned by the CEO
2. Maintains confidentiality.
3. Demonstrates and maintains regular and reliable attendance.
4. Provides accurate and timely records as required by the position.
5. Serves on various committees as appropriate.
6. Attends meetings as required.
7. Promotes interpersonal sensitivity (objective awareness to others, tactful interaction)

Note: People in this position may be exposed to contagious diseases or potentially harmful situations.

This position description in no manner states or implies that these are the only duties and responsibilities performed by the employee. The employee is required to follow the instructions and perform the duties required by the supervisor or designee appropriate to this position description.

My signature below signifies that I have reviewed the position description and that I am aware of the general requirements of my position.

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Employee Signature /DATE

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CEO /DATE

DISTRIBUTION:

ORIGINAL IN PERSONNEL FILE,

C: ASSOCIATE, SUPERVISOR.

Date