



Direct Support Professional (DSP)

Location: Madonna Ability Alliance | 6402 N. 71st Plaza | Omaha, NE 68104

Reports to: Program Coordinators

Direct Reports: none

Internal Peers Include: other Direct Support Professionals

Madonna Ability Alliance (formerly Madonna School & Community-Based Services) is a ministry of the Archdiocese of Omaha serving youth and adults with diverse abilities, such as intellectual & developmental disabilities, autism, and other health impairments through innovative and best-practice programs. Through each program we seek to form, educate, and empower those we serve so they may achieve their full potential at school, home, work and within the community.

Madonna's programs include:

- **Elementary Education** with on-site experts in inclusive education at our three partner schools – Holy Name, St. Pius/Leo, and St. Robert Bellarmine.
- **Secondary Education** includes core and functional academics, pre-vocational instruction, community-based learning experiences, and many extra-curricular activities.
- **Transition Education** for young adults ages 18-21 where students develop the career and life skills necessary for success at home, work, and within the community.
- **Employment Services** for adults who are dedicated to maximizing their ability to achieve competitive employment and independence.
- **Project Search** for young adults & adults who exhibit readiness to achieve competitive employment.

The Direct Support Professional (DSP) works with clients to develop their life skills for home, work or in the community. The DSP provides support to clients in the community and at Madonna. They are required to follow and document a plan set forth by the individual's ISP (individual service plan) team. The ideal candidate will have a strong desire to create long-term impacts on their clients' lives and enjoy encouraging, mentoring, and coaching individuals with intellectual and developmental disabilities to achieve their goals.

Principal Duties & Responsibilities

- The DSP will work with individuals in small groups supporting their individualized programs that are tied directly to the goals of their ISP. The development of basic life skills necessary to become as autonomous and independent as possible at home, work and in the community is the primary focus of the DSP.
- The DSP is responsible for planning and coordinating the day-to-day activities with their group which includes being on campus and out in the community. Their clients are required to be in the community over 50% of the week. Examples of community-based activities include shopping, volunteering, navigating the community/transportation and exploring opportunities in the community. Examples of on campus activities include cooking, housekeeping, laundry, use of basic technology, and budget/finances.
- The DSP will assess the client's strengths and needs or may rely on an already completed assessment. The DSP is required to progress, monitor, and enter data daily into the individual's profile in Therap, a web-based client data system.
- Direct Support Professionals are required to provide transportation around the community and to and from the client's residence utilizing a vehicle from Madonna's fleet.
- Constant supervision of clients is required as many have history or seizures or other potential medical emergencies, aggressive behaviors, or elopement. DSPs should be well prepared to problem solve, de-escalate, and remain calm in emergency situations.

- DSPs must regularly review the client ISP files to ensure complete knowledge of any safety plans and ensure activities relate to the goals of the clients.

Knowledge, Skills, and Abilities

- Consistent and prompt attendance is required.
- Trustworthiness and dependability when working independently with clients.
- Attention to detail, especially when adhering to specific safety plans/protocols while carefully following instructions to meet the client's needs and support their development.
- Integrity to ensure clients feel safe and comfortable.
- Interpersonal skills when working with clients, including exhibiting compassion and sensitivity to their emotional needs when they are in extreme distress or pain.
- Superior problem-solver.
- Ability to manage different and sometimes difficult behaviors.
- Ability to use the internet and Therap client data system to document client's progress.
- Proficient in Microsoft Outlook and able to communicate effectively via email.

Education and Experience

- Must have a valid Driver's License.
- Must pass DHHS Central Registry Check, National Criminal Background Check and Sex Offender Registry Check
- High School Diploma required.
- Bachelor's degree in human services or similar, preferred.
- Experience working with children/adults with disabilities preferred.

Physical Demands & Sensory Abilities

- Ability to drive to multiple settings across the community.
- Ability to navigate, walk through and provide support in settings across the community.
- Ability to reach above and below the waist.
- Ability to use fingers to pick, feel and grasp objects.
- Some crouching, stooping, kneeling, bending, and twisting of the body required.
- Ability to lift and/or carry supplies and/or papers weighing approximately 50-75 lbs. – this can include lifting and turning clients.
- Physical, visual, and auditory acuity are required for this position.

Work Environment

- Highly variable, occurring in settings across the community, requires an ability to quickly learn and adapt appropriately to each environment.

Reasonable accommodation may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.

The above statements are intended to describe the general nature and level of work required for this position and they are not meant to be an exhaustive list of all responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Madonna Ability Alliance uses E-Verify to confirm work eligibility in the United States.

I have read, understand, and agree to perform the work of this job description.

Printed Name

Signature

Date