



Job Posting

Posted: 12/14/2020 – Closing Date: Until Position is Filled

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Job Title: Direct Support Professional – ASL Fluent
Department: Delaware Residential Services
Reports To: Team Leader, Delaware Programs and Services
FLSA/Internal Code: Exempt, Full Time Position / L2
Salary Range: Salary is commensurate with experience
FLSA/Internal Code: Non-Exempt, Full Time, Part Time and Weekend Part Time Positions/ L2; **Anticipated Salary Range:** \$ 14.00 - \$ 15.00 per hour
Qualifications: Minimum qualifications include:

Summary of Responsibilities:

The ASL Proficient Direct Support Professional (DSP) is responsible for providing quality person-centered services to assigned ASL individuals receiving support services, as a key member of a team of professionals. As a direct support professional, the ASL DSP maintains balance between supporting the individual's growth, including the dignity of risk, and the provision of supports and services needed to ensure the health, welfare and safety of the individual, according to Individual Service/Support Plans. The primary role of this position will provide support and assist individuals with daily life essential and routine activities while communicating with them through American Sign Language.

Qualifications: Minimum qualifications include:

Two – five years' experience working with American Sign Language individuals who may be dual diagnosed or with Intellectual and Developmental Disabilities. Candidates should possess minimum education of a GED or High School Diploma. Successful candidates must be ASL proficient and use ASL as their primary method of communication. Candidates must also complete annual ASL Training through a Certified American Sign Language Provider.

Incumbents must be 21 years of age (preferred) with a valid driver's license with no restrictions, or at least 18 years of age with a valid driver's license with no restrictions and 3 years of driving history;
Experience working with individuals with developmental or intellectual disabilities is preferred.

Successful candidates must be ASL fluent, may be required to transport individuals in their personal vehicle. Incumbents are responsible to ensure a valid driver's license with no less than 3 years of a clean driving record with no restrictions on driver's license. Incumbent's vehicle must meet the State's minimum requirements for maintaining valid automobile insurance and current vehicle registration.

Summary of Responsibilities:

The Direct Support Professional (DSP) is responsible for providing quality person-centered services to Individuals. The incumbent is responsible for mentoring and supporting Individuals along with ensuring their health, welfare and safety according to Individual Service/Support Plans. The position will include Life Skills support including general housekeeping, shopping, personal hygiene and supporting individuals with activities both within the home and out in the community. Staff will be trained and expected to administer medication and required to complete annual

External candidates interested in applying for positions will need to forward a resume and letter of interest to Human Resources at recruitDE@ciinc.org or call 610-328-9008. Internal applicants (employees) should complete an Internal Transfer Requests and forward it to the Human Resources Department. Forms can be located on the web site. Log onto <http://www.communityinteractions.org>. Click on the drop down button titled Employment to access and complete a Transfer Request Form.

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State mandated training in order to support our residential and day programs under the direction of the State of Delaware. The Direct Support Professional is responsible for meeting service expectations of their assigned customers and families, as well as that of funders and licensing entities, under the supervision of the Team Leader/Team Facilitator.

- A Direct Support Professional (DSP) provides direct supports, which could include lifting and other physical activity for individuals whose primary method of communication is through American Sign Language. The DSP may also be required to perform general housekeeping, shopping, office duties, requiring the ability to sit and/or stand for long periods of time. The ability to transport Individuals from program sites to community activities is required.
- Ensures Quality Assurance visits to primarily ASL Residential Programs to include weekends and hours outside of 9am to 5pm on weekdays;
- Develops and maintains staffing schedules, monitors and approves payroll for all direct reports and provides supportive supervision to ASL proficient staff assigned to the Residential Program(s);
- Responsible for adhering to the daily, weekly and / or monthly staffing schedule and performing those duties as outline for the assigned shift;
- Updates individuals' daily activities in Therap and administers Medication in accordance with the Medication Administration Report and LLAM;
- Monitors individual's assigned personal finances and maintains receipts in accordance with the Financial Reporting Guidelines;
- Operates an Agency vehicle and updates vehicle maintenance reports in accordance with Fleet Management Guidelines;
- Participates in all staff training, meetings and ensure regulatory compliance;
- May participates in LSP and other Team Meetings. Attends team meetings and works collaboratively with other team members. Adheres to Health Care Administration updates, attends and documents medical appointments in Therap;
- Maintains effective working relationships with peers, supervisors and direct reports by encouraging and modeling professional interactions that reflect accountability, trust and respect;
- Sustains an organizational culture of integrity that promotes direct and open communication, participation in decision-making, transparency in operations, and encouragement of appropriate discretionary judgment and innovative ideas and solutions;
- Strong communication skills, presentation skills, interpersonal, problem-solving skills and ability to work independently and as part of a team. Supports the ongoing initiatives of Programs and Services;
- Ensures that individuals have alternative methods of communication with include TTY, ASL, Face Time, iPad and other methods to ensure their ability to communicate their needs, advocate for their individual rights and remain an active part of their community and families;
- Able to meet both the physical and essential requirements of the position as outlined in the job description.

CI offers excellent benefits to Full Time and Part Time limited hourly positions. These benefits include comprehensive, low cost medical and dental, and up to 17 days of PTO time annually. Many of our Part Time and Flexible Schedule/PRN employees find their work with our Individuals to be a rewarding way to earn additional income, as variable hour shifts allow for the flexibility working parents and professionals need.

All New Hires are required to successfully complete pre-employment screening, including a criminal background check*, review of driving history, physical, TB Screening, and pre-employment drug testing.

We are an *Equal Opportunity Employer* and comply with the *Drug Free Workplace Act*

We practice CDC / Pandemic Guidelines and provide state of the art Personal Protective Equipment for both our staff and Individuals.

External Applicants can apply online by logging onto tiny.cc/jointhecifamily or email your resume to recruitpa@ciinc.org. You can also fax your resume to (484) 423 – 1198. Internal applicants (employees) can complete a Transfer Request in Paycom by logging into your Employee Self-Serve. Access the directory, [Company Information](#). Click on the drop-down [Job Opportunities](#) to review the posting and complete your application. #zr

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**A criminal record will not prohibit employment.*

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