

# Job Description

**Position:** Direct Support Assistant

**Status:** Non-Exempt

## Supervision & Employee Reporting

**Supervisor:** Chief Program Officer or appointed designee

## Position Summary

The Direct Support Assistant is responsible for safely and efficiently transporting clients to and from their scheduled program. The Direct Support Assistant assists with implementation of planned program activities by providing individual supports to clients as directed by the program supervisor. This role requires limited pre-program preparation, completion of post-program procedures, and a commitment to work a minimum of two (2) shifts per calendar month including days, evenings, and weekends.

## Essential Job Functions

1. Review provided client documentation via electronic communication prior to each program to ensure understanding of clients' individualized support needs.
2. Perform pre-trip inspection of the LifeBridge vehicle to ensure vehicle safety. Complete post-program transportation procedures.
3. Complete physical tasks including supporting 75+ lbs., kneeling, squatting, and bending to provide individualized supports to clients.
4. Provide door-to-door transportation to clients, physically assist with loading and unloading and ensure all clients are secure with seatbelts and/or tie downs for wheelchairs.
5. Provide individualized supports in a client to staff ratio up to 3:1 to promote dignity and safety of clients. Supports may include mobility (wheelchair navigation, hand hold, transfers), toileting (transfers, cleaning), meal time (food set up, spoon/fork feeding), communication (sign language, communication device), and behaviors (verbal and/or physical aggression, elopement, non-compliance).
6. Assist with leading activities in a small group setting to promote skill development as defined in individual support plans. This may include games, sports, promoting soft or hard skills, and/or developing skills for independence.
7. Assist with gathering quantitative data throughout the program as evidence of client progress toward goal achievement.
8. Attend quarterly staff meetings with dates to be determined.

## Minimum Qualifications & Skills

- High School diploma or GED.
- Hold a Missouri Class E license with evidence of an excellent driving record per the DMV (within two weeks of employment).
- Pass a standard industry background check including a Missouri Department of Health and Senior Services Family Care Safety Registry check.
- Qualify under the requirements for controlled substance testing as required by MoDOT and the FTA, including a pre-employment drug test.

- Hold certifications in CPR, First Aid, Maltreatment Prevention, and Universal Precautions (within 30 days of hiring).
- Completion of LB Level 1 training program including administrative and field work training (within 30 days of hiring).
- Proficient in use of navigation tools such as GPS, MapQuest, and maps.

**Preferred Qualifications & Skills**

- Experience providing support services to people with disabilities.
- 1+ years of supervisory experience.
- Hold Commercial Driver's License