

Job Description

Position: Direct Support Specialist

Status: Non-Exempt

Supervision & Employee Reporting

Supervisor: Chief Program Officer or appointed designee

Position Summary

The Direct Support Specialist is responsible for safely and efficiently transporting clients to and from their scheduled program. The Direct Support Specialist implements planned program activities and assists with field work training for Direct Support Professionals and Assistants. This role includes monitoring all program aspects to ensure individualized supports are being provided. This individual will collect data as evidence of clients' progress toward goals, assist with the creation of pre-program information, and complete post-program procedures. This role requires 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. Lead 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. Gather quantitative data throughout the program as evidence of client progress toward goal achievement.
8. Provide direction to all program staff and volunteers including assigning client(s) or task(s). Assist with field work training for new DSAs and DSPs.
9. Assist with agency events including fundraising events, meetings, and gatherings as needed.
10. Attend quarterly staff meetings with dates to be determined.

Minimum Qualifications & Skills

- Hold a degree in Recreation, Education, Human Services, Therapy Services or other related field of study.
- 2+ years of supervisory experience while providing individualized supports to people with disabilities.
- 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 3 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

- Hold Commercial Driver's License.
- Experience in grant writing, development management, and/or advocating for people with disabilities.
- Proficient in commonly used sign language, using AAC devices, Applied Behavior Analysis, MANDT and/or Medication Administration.
- Demonstrate the ability to formulate a goal statement, a strategy to support a person in achieving the designated goal, and a method for measuring progress toward a designated goal.
- General understanding of managing a budget.