

**ANGELWOOD INC.**  
**Direct Support Professional-Skills Trainer**

**Summary:** A Direct Support Professional-Skills Trainer (DSP-ST) is responsible for the care and well-being of the people served in an Angelwood program. The primary responsibilities include the implementation of the Individual Program Plan (IPP) for each person.

**Job Responsibilities:** (General examples)

**Person Centered Care**

1. Assist people with self-care skills and daily living skills consistent with current IPP and individual needs
2. Administration and documentation of medicine as indicated by Medication Administration Records (MARs) following guidelines set forth by the Department of Children & Families
3. Assist people to participate in community activities
4. Safely transport people to participate in meaningful day activities, work activities, and other community activities
5. Supervise people while receiving services in an Angelwood program.
6. Encourage people to participate in appropriate activities and display appropriate behaviors receiving services in an Angelwood program
7. Implement Individual Behavior Plans when applicable and necessary
8. Maintain a healthy, safe and clean environment for people to live well
9. Solicit and address individual's choices and preferences
10. Implement crisis prevention as needed

**Administrative**

1. Complete shift reports at conclusion of each shift worked
2. Documentation of any accident, incident or problem behavior
3. Documentation of training or behavior programs
4. Documentation of Medication Administration
5. Communicate with Program Supervisor concerns for the people living in the group home specifically for the house in general
6. Keep all receipts from expenditures that you made on behalf of Angelwood and give them to the Program Supervisor
7. Use the hand punch time clock at the program to document the amount of time worked.
8. Follow all Angelwood Policies and Procedures
9. Attend trainings/meetings as assigned

**For Overnight Shifts**

1. Assist those living in the house or using respite services who are not yet asleep or awake during the night
2. Assist individuals leaving for school/work/day program (this can include dressing, personal care, breakfast)
3. Transport individuals to work/adult day training program
4. Complete housekeeping chores as listed at each group home
5. Wash, dry, fold and put away laundry.

6. Prepare evening meal items for the following day. Examples may include:  
taking things out of the freezer, doing fresh food pre-preparations such as washing, dicing, getting items ready to be put in a crock pot to be started the next day, etc.

**Qualifications:**

Individuals filling this position must be at least 18 years of age, completed a high school education, or equivalent, have a valid driver's license, and be able to successfully pass a Level 2 background check. In addition, the DSP-ST must have the ability to complete all tasks in the job description. This necessitates the ability to pass the medication administration validation process and pass the Professional Crisis Management course taught by this organization or the equivalent if that particular class changes. Due to the nature of care given to the people being served, this position requires that the employee be able to lift, reach, twist, stoop, bend, push, pull, walk and possibly run without restrictions.

Accountability: The DSP-ST reports to the DSP-House Supervisor or Career Development Director. The DSP-House Supervisor/Career Development Director will complete an annual performance review with this employee. At times, other supervisors may also assign duties.

By signing this job description I acknowledge that I have read and understand all the responsibilities and qualifications required for this position. I also verify that I am able to fulfill all the responsibilities and qualifications of this position.

STAFF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Angelwood, Inc. is an Equal Opportunity Employer and Drug-Free Workplace**