



**FAMILY RESIDENCES AND ESSENTIAL ENTERPRISES, INC.  
TEAM MEMBER JOB DESCRIPTION**

**Position: Direct Support Professional**

**Reports To: Program Supervisor/Manager**

*This position is non-exempt and eligible for overtime pay for hours worked in excess of 40 during a single calendar week (Monday - Sunday).*

**Position Overview**

The primary role of the Direct Support Professional (DSP) is to work alongside the people we support in order to help them to achieve their Personal Outcomes. This includes working with them to develop daily living, professional and informed decision making skills while also supporting their health and safety.

**Essential Job Functions**

- Work with the people we support to help them identify and realize their personal life goals
- Effectively communicate and support the organization's mission, vision and values
- Advocate with the people we support in a variety of situations
- Work with the people we support to teach them new life skills
- Work with the people we support and other members of the interdisciplinary team to develop service plans that aid the person in achieving their personal life goals
- Assist the people we support to overcome barriers and challenges to establishing and maintaining a network of relationships and valued social roles
- Accurately document service provision, daily notes and other information as required
- Provide positive behavior support to the people we support as necessary
- Work in partnership with the people we support to promote their health and safety
- Prevent, recognize and report abuse toward the people we support
- Promote and support community involvement for the people we support
- Adhere to the organizations Code of Ethics
- Always communicate in a respectful manner with all people including the people we support, supervisors, other valued team members, and members of the community.
- Complete all required trainings.
- Maintain confidentiality.
- Other duties as assigned.

**Minimum Job Qualifications**

- 18 years of age or older
- High School Diploma or equivalent
- Valid driver's license with no more than 8 points
- No convictions for crimes that preclude a person from working with members of a vulnerable population

**Physical Demands**



**FAMILY RESIDENCES AND ESSENTIAL ENTERPRISES, INC.  
TEAM MEMBER JOB DESCRIPTION**

- Ability to lift at least 50 pounds or more
- Daily standing, bending and lift
- Must be able to stand for at least eight hours at a time

**FREE's Core Values**

All team members are expected to represent the core values of the organization, outlined below, at all times.

- **Integrity...**we expect the conduct of all team members in the FREE network to be rooted in transparency and honesty and to be consistent with our stated values.
- **Diversity...**we believe in the dignity and worth of all people. We strive to foster an appreciation of, and respect for, the differences among all of us that enrich the world.
- **Responsiveness...**we commit to striving to meet to the needs of the people we support, valued team members and the unmet needs of the community.
- **Quality...**we support people to plan, choose, and contribute to their personal outcomes and to live a rewarding life based on their individual choices and preferences.
- **Stewardship...**we recognize our responsibility in managing the resources of the FREE network responsibly, effectively, and efficiently.
- **Innovation...**together, we find creative solutions to take advantage of opportunities and meet challenges while celebrating our collective accomplishments.
- **Interdependence...** we pledge to promote a collaborative environment driven and enabled by a dedicated team of professionals. WE is more powerful than YOU or I.

I have read, understood and agreed to the Direct Support Professional job description, and have been given the opportunity to ask questions regarding its content.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date