



KDSP Job Description 2019

OVERALL RESPONSIBILITY:

The Key Direct Support Professional (KDSP) performs the duties of a DSP with the added responsibility for ensuring that individuals have maximum control over all aspects of daily life by providing unique and comprehensive care and support. The KDSP is an advocate for people supported and is responsible to provide input, advice, and share information related to the care of the Individual to the Facility Manager, other Key DSPs, and DSPs as required.

Qualifications:

1. Must demonstrate commitment to VOI's values: Integrity, Communication, Team Work, Quality, and Community.
2. Minimum of two years' experience working with people with disabilities.
3. Valid Driver's license and access to a reliable vehicle
4. Understanding of Person Centered Planning
5. Completion of Protections seminar
6. Completion of Vulnerable Person's Act
7. Current NVCI Certificate

SPECIFIC RESPONSIBILITIES:

Individual Care: Support Individual's physical, emotional and mental health. Provide transportation to medical, optical, dental and other appointments as necessary. Monitor and follow-up on basic health and medical care and administer medications accurately. Recognize and respond to concerns of abuse or neglect.

Meals: Provide nutritious meals and snacks following Canada's Food Guide. Adapt to the Individual's likes, preferences, choices and medical requirements. Assist in grocery shopping, meal planning and preparation.

Person Centered Planning: Understand and follow each individual's "care plan".

Contribute to annual reviews of IPP's and the development of new services.

Encourage Involvement with Activities: Encourage and assist each Individual to participate in the daily activities and responsibilities of their personal lives. This includes, but is not limited to, personal hygiene, laundry, general cleaning, and care of the yard. Provide transportation to any activities and outings outside of the home.

Safety: Ensure that the property and equipment are maintained and used safely. Ensure that all Universal Safety precautions are followed in relation to personal care, working alone, storage of medications, handling of food, hazardous materials, and the storage and disposal of garbage. Ensure the facility is clean and orderly for the comfort and safety of the Individuals.



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Communication: Maintain positive and effective communication with Individuals and families, supervisors, agencies, co-workers, and the community at large.

Documentation: Complete necessary records and documentation in accordance with VOI agency policy and procedures. This includes individual logs, medication sheets, Incident Reports, communication logs, receipts and task charts.

Community Involvement: Play an active role in providing opportunities for relationships with families, neighbours, and the community.

Financial Management: Assist Individuals with the day-to-day management of their personal funds; assist in managing facility funds, including recording purchases and providing receipts.

Training & Development: Attend and participate in required and assigned training and development; including new staff orientation, staff meetings, external training and others as needed.

Assist in the orientation and training for new staff in regards to Individuals. Contribute to staff meetings and establish collaborative discussion to enhance Individual support.

REPORTING RELATIONSHIPS:

Reports to: Facility Manager

I have read, understand and agree to fulfill the duties as described in the above job description.

Employee Signature

Authorizing Signature

Date

Date