



## PA/DSP Job Description

### Guy Care Service

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#### **The Company**

Guy Care Service (GCS) is a dedicated organization with a heartfelt commitment to providing compassionate, high-quality residential and supportive care to children and persons with intellectual and physical disabilities.

#### **Position Summary**

The Personal (Care) Assistant (PA)/Direct Support Professional (DSP) assists persons in meeting their daily living needs and facilitates their participation in community activities.

#### **Responsibilities**

The position responsibilities of the PA/DSP are as follows:

1. Provides stand-by assistance, supervision, physical assistance, handover assistance, modeling, or verbal prompts, cues, for individuals having difficulties with one or more of the following activities of daily living:
  - a. Eating
  - b. Dressing
  - c. Bathing
  - d. Toileting
  - e. Transferring as needed
  - f. Building and maintaining relationships/Natural supports
  - g. Community Participation and Integration
  - h. Employment Opportunities/Job Coach/Job Searches
  - i. Medical Appointments for applicable programs
  - j. Transportation for applicable programs
2. Be mature, as exhibited in timeliness, and always act responsibly.
3. Observe, communicate, and document any changes in the person's condition to the Family/Supervisor/Nurse.
4. Maintains accurate, current documentation in Individual records in English.
5. Document and submit daily notes and other documentation (Behavior data sheets, Seizures, BM, menstrual, I&Os, sleep data, etc.) in a timely manner.
6. Attends required in-services, staff meetings, COS, pre-planning, and Annual ISP meetings as needed.
7. Uses equipment and supplies cost-effectively.
8. Reports to all shifts as scheduled.
9. Maintains a positive relationship with Individuals/caregivers, co-workers, and other providers/visitors.
10. Utilizes proper body mechanics and maintains a safe working environment.
11. Follows infection control guidelines at all times.
12. Follows company policies and procedures.
13. Be responsible for implementing and adhering to all ISP/PCSP action/outcome steps, Behavioral Support Plans, Physical Therapy Plans, Occupational Therapy Plans, O & M, and Speech Therapy Plans.

14. Follows Reportable Event Management Policy, Abuse Prevention, and Safety in the Home guidelines, Agency Call-Out procedure, DIDD/MCOs rules and regulations and Training requirements, and Emergency protocols at all times.
15. Completes required training/updates promptly and submits updated information (driver's license, vehicle insurance, etc.) as needed.
16. DSPs in the **Residential Programs** are responsible for grocery and supply shopping as needed.
17. The DSPs in **residential programs are responsible for rendering support that assists individuals in living** independently and safely in the community.
18. The DSPs in **residential programs** must ensure all Individuals are assisted with all Medical Appointments.
19. In the **Residential Program**, the DSPs are responsible for all compliance issues under DIDD's /MCOs' regulatory standards for Supported Living.
20. The DSPs are required to balance Money Books and Policies and Procedures for the Accounting of Personal Funds in the **Residential Program**.
21. The DSPs in the **Residential Program** must sign in and out every shift on the Medication Count Sheet and the MAR Book per medication pass (only Medication Certified employees). The DSPs are responsible for maintaining certification and re-certification as needed.
22. **Performs other duties as assigned.**

## **Employment Requirements**

To perform this job, you must agree to and meet the conditions specified in the PA/DSP Requirements. These include but are not limited to, the following requirements.

1. **Transportation:**

A valid Tennessee Driver's license, current TN vehicle registration, proof of insurance, and reliable transportation. You must have access to a vehicle to perform your duties. You may own, rent, lease, borrow, or have a vehicle available. Proof of insurance and verification of registration requirements apply to all vehicles. (Note: Public transportation and state vehicles are not considered "your reliable transportation"). This information must be provided to the Agency before the date of employment. Your start date will be delayed if you have not provided the required verification. DCSS workers often transport staff and youth in their vehicles. If you are offered and accept a position, it is recommended that you consult with your insurance agent regarding the amount of coverage appropriate for those circumstances. GCS reimburses employees for mileage for personal vehicle usage. You may be required to use your transportation to transport youth.

2. **Fingerprints:**

Potential GCS employees must be fingerprinted and undergo a criminal background check. Fingerprinting must be completed before the date of employment and other required registry checks. Omitting required criminal history information will be grounds for termination.

3. **Work Hours:**

GCS **office** hours are 9:00 a.m. to 5:00 p.m.; PA/DSPs may sometimes need to work overtime. Overtime must be pre-approved by the immediate supervisor. Alternative work hours may be required at the supervisor's discretion. You may be required to flex hours within one week. You may be required to work holidays.

4. **Training:**  
PA/DSPs must complete all required training. This includes, but is not limited to, Office of Organizational and Management Development training, region-specific training, and the requirements of the DCS. Typically, the first few weeks on the job will be spent in full-time training, including GCS Orientation and DCS.
5. **Agency/DCS Computer Programs:**  
Employees must complete computer training and use the required computer system/program as a primary job function.

### **Skills & Abilities**

1. The skill to manage one's own time.
2. The skill to organize efficiently and effectively.
3. The skill to problem solve using techniques in your daily work.
4. The skill to listen to what other people are saying, taking time to understand critical points made, asking the appropriate questions, and not interrupting at an appropriate time during the conversation.
5. The skill to make an appropriate decision.
6. The skill to understand written sentences and paragraphs.
7. The skill to communicate verbally and in writing.
8. The skill to manage multiple tasks/roles in the work environment.
9. The skill and ability to handle daily stressful situations in the work environment.
10. The skill and ability to demonstrate critical thinking.
11. The ability to be flexible.
12. The ability to be a team player.
13. Demonstrating compassion and empathy with the youths and families.
14. The ability to demonstrate self-control.
15. The ability to be culturally sensitive to the needs of the youths, families, and co-workers.

### **Required Qualifications**

1. Staff must be at least eighteen (18) years of age.
2. Minimum education requirements: High school diploma or GED.

### **Pay Rate:**

Starting rate of \$17/hour

**To Apply:** <https://www.guycareservice.com/careers>

*The above statements describe the general nature and level of work required for this position. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required. Physical demands and working conditions are outlined on page 4.*

**Physical Demands and Working Conditions**      1% to 33% of the time      34% of the time      67% of the time

<b>Physical Demands</b>	<b>NEVER</b>	<b>OCCASIONALLY</b>	<b>FREQUENTLY</b>	<b>CONTINUALLY</b>
Sit			X	
Stand				X
Walk				X
Bend/Stoop				X
Squat			X	
Crawl		X		
Climb		X		
Reach Above Shoulder Level			X	
Kneel		X		
Balance				X
Lift, Carry, Push, Pull				
Maximum 10 lbs.				X
Maximum 20 lbs.				X
Maximum 50 lbs.			X	
Maximum Over 50 lbs.		X		
Must Be Able To				
See				X
Hear				X
Speak				X
Use One Hand				X
Use Both Hands				X
<b>Environment Conditions</b>	<b>NEVER</b>	<b>OCCASIONALLY</b>	<b>FREQUENTLY</b>	<b>CONTINUALLY</b>
Involves Being				
Inside				X
Outside		X		
Exposed to Temperatures of				
32 degrees F and less	X			
100 degrees F and more	X			
Wet & Humid Conditions	X			
Noise, Vibration	X			
Fumes, Dust		X		
<b>Hazards, Exposure</b>	<b>NEVER</b>	<b>OCCASIONALLY</b>	<b>FREQUENTLY</b>	<b>CONTINUALLY</b>
Infectious Wastes	X			
Toxic Chemicals	X			
Needles/Body Fluids	X			
Radiation	X			
Chemotherapeutics	X			