



TOTAL CARE SERVICES, INC.  
Helping Others Meet Life's Challenges

# POSITION ANNOUNCEMENT

## Position Title:

Day Program Direct Support Professional  
8:30 am – 5:00 pm (flexible as needed)

## Work Schedule:

Total Care Services, Inc.  
5000 Philadelphia Way, Suite J, Lanham MD 20706

## Location:

## Job Description:

A Direct Support Professional (DSP) provides support and assistance to the Individuals with intellectual and developmental disabilities. The Day Program DSP is responsible for assisting the person with intellectual and developmental disabilities become a valued and contributing member of the community in which they live, and assuring the interests and goals of the individual served are served, as well as experience and engage in activities of their choice, outside their home as documented in the individuals Individual Service Plan. The DSP must be flexible as they travel with and accompany the individuals served to outings or work, or to different locations each day and be flexible in performing their duties to meet needs and choices of the persons served:

## Duties and Responsibilities:

- Ensure the overall health, safety and well-being of all the Individuals in any of the aforementioned residential services. For example: assess the Individuals for injuries, signs of declining health and/or behavioral changes.
- Assist individuals being served explore and participate in activities in the community and achieve specific goals
- Assist the Individuals with their activities of daily living (ADL's), as needed
- Attend and complete all mandatory training programs (BSP, CPR/First Aid, DDS Policies, Trainings, and core competencies.
- Assist the Individuals with medical appointments as needed.
- Attend mandatory monthly staff meetings.
- Complete documentation in Individual Program Planning Books (Food Intake charts, Sleep Logs, BSP's, Goals and Objectives, etc.) on a daily basis.
- Attend religious, social and recreational activities with the Individuals.
- Attend a variety of activities and or events of the Individuals choosing.
- Safeguard and maintain records of the Individual's while in the home.
- Report all incidents and complete all incident reports in a timely fashion.
- Follow all protocols for medical and/or behavioral emergencies as well as unwarranted infestations (i.e. bed bugs, roaches, ants, rodents etc.)
- Must never leave the individual being served alone unless prior alone time is authorized through DDS.
- Follow all protocols for natural disasters, local emergencies, infestations or other unexpected events in the home.
- Responsible for securing individuals clothing, personal items, medication and private information.
- Perform other duties as required and assigned.

## QUALIFICATIONS:

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- Provide evidence of completion of High School Diploma or GED Certificate and be at least 21 years of age.
- Satisfactory completion of a background check including, but not limited to:
  - DOH Criminal Background checks
  - Acceptable Professional and Personal Reference check.
  - DC Police Clearance.
  - Negative results on a pre-employment drug test.
  - Driving record from Maryland and the District of Columbia
- Submit to random drug testing as needed.
- Obtain certification in cardiopulmonary resuscitation (CPR) and renew the certification annually;
- Be able to communicate orally and in writing in English and with the Individuals served.
- Have at least one year of direct human service experience or training working with the Individuals with developmental disabilities.
- Must be a US citizen or lawfully authorized to work in the US; and
- Be free of communicable disease as confirmed by an annual PPD skin test/chest x-ray or documentation from a physician stating that the person is free from communicable disease.
- Submit a pre-employment as well as an annual physical examination certifying that he/she is in good health and fit to perform the job responsibilities relevant to the position.

5000 Philadelphia Way | Lanham, MD | 20706 | 301-918-0070 main | 301-918-3872 fax



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## How to Apply:

- Must have a valid state issued driver's license from the state in which you reside.
- Must be flexible with work schedule and location.

To apply for this position online go to [http://totalcare1.org/career\\_opportunities](http://totalcare1.org/career_opportunities)

Please mail resumes to the Human Resources Department