



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

# POSITION ANNOUNCEMENT

**Position Title:**

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 provides support and assistance to the Individuals in Residential Habilitation, Supported Living, Respite and Host Home residential services. The Direct Support Professional is responsible for monitoring and supervision based on the staffing needs that have been identified based in the ISP and plan of care. The Direct Support Professional must be flexible with job duties, work assignments and work locations at all times.

**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 the Individuals with their activities of daily living (ADL's)
- Assist and supervise the Individuals with shopping for food, clothing, and household supplies.
- Assist and supervise the Individuals with meal preparation and laundry.
- Assist and supervise the Individuals with grooming (bathing, tooth brushing, etc.)
- 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.
- Report any necessary repairs or maintenance issues to the Home Coordinator.
- Maintain the cleanliness and sanitization of the Individuals entire home on a daily basis.
- Follow all protocols for medical and/or behavioral emergencies as well as unwarranted infestations (i.e. bed bugs, roaches, ants, rodents etc.)
- 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 medical books.
- Perform other duties as required and assigned.

**QUALIFICATIONS:**

- Provide evidence of completion of at least High School Diploma or GED Certificate;
- 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.
- Submit to random drug testing as needed.
- Obtain certification in cardiopulmonary resuscitation (CPR) and renew the certification annually;
- Be able to communicate with the Individuals.
- Have at least one year of direct human service experience or training working with the Individuals with developmental disabilities.
- Be able to read and write the English language;
- Must be a US citizen or alien who is 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 never leave individual alone unless prior alone time is authorized through DDS.
- 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