

EXAMPLE JOB DESCRIPTION – **highlighted text is optional**

Self-Directed Support Professional

Location: Ionia County, MI

Schedule: Varies depending on the individual's needs.

Position Description:

Self-Directed Support Professionals provide personalized supports to individual(s) with a mental illness, intellectual or developmental disability according to the service plan designed by the individual receiving services. Services are provided individually within the community and/or at home. Due to the independent nature of this position, it is essential that staff have strong communication skills to provide on-going feedback and be self-motivated.

The Self-Directed Support Professional will assist individuals with specific valued outcomes as noted in their service plan; including, but not limited to, life enrichment, skills, development related to employment opportunities, overall personal growth and independent living skills, as well as community participation and inclusion. Duties may also include assistance with personal care, activities of daily living, and recreation activities.

Qualifications:

- Valid Michigan driver's license and reliable vehicle (if providing transportation).
- 18 years of age or older.
- Ability to work independently, demonstrate sound judgment, and complete necessary documentation.
- Level of experience may vary based on the preference of the individual receiving services.
- Willingness to complete required training prior to providing services to individuals.
- Additional requirements may be required according to service being provided to Medicaid Enrollee.

Preferred Qualifications:

Documentation requirements:

- Use of paper timesheets, smartphone and/or tablet for documentation of time and service provided.
- Complete incident report forms when emergencies, accidents or incidents occur and submit to The Right Door Recipient Rights Officer.

Transportation duties (If Provided):

1. Driving Record check through FMS (not required by CMHSP)
2. Ensure a safe ride by adhering to all traffic laws and rules of the road.

3. Submit an incident report immediately for any transportation related accidents when the person served is in the vehicle. Accidents or tickets that occur during personal time should be reported to the employer prior to providing transportation again.
4. Staff members are responsible for keeping their personal vehicles in safe, operating condition with working seat belts, and the following minimum insurance requirements:
 - Bodily Injury: \$100,000 each person/\$300,000 each occurrence
 - Property Damage Liability: \$100,000 each occurrence

If assigned to medication administration:

1. Accept incoming medication and assure that the physician's order is current and complete; issue receipt.
2. Administer medication in accordance with agency procedure, Community Mental Health training guidelines, and universal precautions.
3. Safeguard health of persons served by securing medications per policy, restricting access, destroying contaminated medications and returning unused and expired medication.
4. Maintain an accurate and organized record of current medication administration, including updating the medication log and documenting errors or concerns in incident reports.

Benefits (check all that apply):

- Paid training
- flexible schedule
- health expense reimbursement
- paid time off ___ days per year
- paid holidays
- Mileage reimbursement

EMPLOYEE ACKNOWLEDGEMENT

I have read this job description and I understand that my job performance will be evaluated based upon these items as well as other assigned duties that are appropriate to the position.

Printed Name

Date

Signature

