



JOB DESCRIPTION
SEASONAL DIRECT SUPPORT
PROFESSIONAL (DSP)
Summer Youth Career Exploration

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Summer Youth Career Exploration Program

Classification: Non-exempt

Reports to: Employment & Transition Services Manager

Salary: \$17 (starting)

Revised Date: April 2024

SUMMARY/OBJECTIVE

You will be responsible for maintaining a safe, supportive learning environment while assisting two (2) transition-aged (14-15+ years) students with disabilities in exploring potential job and career opportunities through field trips and other experiences.

The Program is eight weeks in duration (June 3 through July 26, 2024) and operates 9AM until 12NOON Monday through Friday. You will work approximately six (6) hours per day. The program operates three hours per day. The other three+ hours, you will be responsible for transporting your students to and from the Program (either in your own vehicle with mileage reimbursement or in a company-provided vehicle), as well as time for completing required documentation.

There is a mandatory 40-hour (approximate) paid training/certification process that must be completed prior to the assignment. Some of this can be completed on-line, some virtually. Weekend and evening in-person classes have been scheduled as well. Training includes Weaver-specific training, the Ohio Department of Developmental Disabilities certification training, First Aid and CPR training, Safe Driver training, PMT training and Med Pass training.

ESSENTIAL JOB FUNCTIONS

- Work directly with two students and escort them through various field trips and learning experiences
- Communicate verbally and in writing regarding desired work and progress of training
- Attend scheduled work sessions with assigned groups
- Provide educational soft skills training
- Advocate for students and model appropriate work behaviors
- Ensure work site safety practices

RESPONSIBILITIES

- Must oversee youth participating in the program (per DODD rules using proper supervising and safety techniques)
- Complete and submit all required documentation reports and evaluations
- Must follow MUI/UIR reporting procedures (per CSBDD and the DODD rules)
- Must report any changes or behavior issues to the youth's Service & Support Administrator (SSA) and the Weaver Training & Advocacy Support Manager
- Adhere to confidentiality policy

OTHER DUTIES

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

QUALIFICATIONS

- 18 years of age and a high school diploma or equivalent (Required)
- Higher education course work in education, special education or transition-to-work (Preferred)
- A valid driver's license and proof of insurance (Required)
- You cannot have six (6) or more points on your driver's license (Required)
- Must be able to pass a background check and drug screen (Required)
- Regular attendance (Required)
- Be able to relate in a positive manner to people who have varied roles and responsibilities
- Be able to perform independent problem-solving
- Good verbal and written communication skills
- Ability to follow verbal instructions
- Excellent customer service abilities

WORK ENVIRONMENT / PHYSICAL DEMANDS

Most of the work assignments will be indoors (in the Weaver Industries office, but mainly at different locations throughout the community). You may work in conditions that may include exposure to blood-borne pathogens, communicable diseases, potentially infectious material, and aggressive behavior.

Reasonable accommodations may be made to enable employees to perform their assignments. Some assignments could involve sitting, standing, and lifting for long periods throughout the day. To perform the required duties, you must be able to:

- Occasionally lift or carry 20+ lbs.
- Physical ability to perform the job duties

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