



Direct Support Professional

Location: Madonna School & Community-Based Services | 6402 N. 71st Plaza | Omaha, NE 68104

Reports to: Assistant Director of Navigation Services

Direct Reports: none

Internal Peers Include: Job Coaches, Job Developer, other DSPs

Madonna School & Community-Based Services is a ministry of the Archdiocese of Omaha serving youth and adults with intellectual and developmental disabilities through innovative and best-practice programs. Through each program we seek to Form, Educate, Empower and Employ those we serve so they may achieve their full potential at school, home, work and within the community.

Madonna's programs include:

- **PK-8 Education** with on-site experts at our two partner schools – St. Pius X/St. Leo and St. Robert Bellarmine
- **Secondary Education** that includes core and functional academics, pre-vocational instruction, community-based learning experiences and many extra-curricular activities
- **Transition Education** for young adults age 18-21 where students develop the career and life skills necessary for success at home, work and within the community
- **Employment Services** for adults who are dedicated to maximizing their ability to achieve competitive employment and independence
- **Project Search** for adults who exhibit advanced skills and potential to achieve competitive employment

The Direct Support Professional (DSP) works with clients to develop their career and life skills, including specific activities of daily living, in day service programs, community-based programs or residential settings. The Direct Support Professionals provides support to clients in the community and in their homes. They are required to follow and document on a plan set forth by the individual's ISP (individual service plan) team. The ideal candidate will have a strong desire to create long-term impacts on their clients' lives and enjoy encouraging, mentoring, and coaching individuals with intellectual and developmental disabilities to achieve their career and life goals.

Principal Duties & Responsibilities

- The DSP may work with individuals one-on-one and/or in small groups supporting their individualized programs that are tied directly to the goals of their ISP. Examples of programs include shopping, cooking, housekeeping, laundry, use of basic technology, transportation, and finances, and the development of basic job skills – supporting these and other career and life skills necessary to become as autonomous and independent as possible will be the primary focus of the DSP.
- Often, a DSP will work with a client both within and outside of the person's residential setting to ensure skills are developed and generalized to their actual residential setting
- The DSP will assess the client's strengths and needs or may rely on an already completed assessment. The job coach is required to progress monitor and enter data daily into the individual's profile in Therap, a web-based client data system
- Direct Support Professionals are also required to provide transportation around the community and/or to and from the client's residence

Knowledge, Skills and Abilities

- Trustworthiness and dependability so clients and their families can fully rely on the DSP
- Attention to detail, especially when adhering to specific protocols and rules while carefully following instructions to meet the client's needs and support their development
- Integrity to ensure clients feel safe and comfortable when tending to highly personal activities such as helping them with daily hygiene and proper dress for their place of work
- Interpersonal skills when working with clients, including exhibiting compassion and sensitivity to their emotional needs when they are in extreme distress or pain
- Physical stamina when performing tasks such as lifting or turning their clients
- Use of personal vehicle and ability to transport clients, if needed
- Ability to use the internet and Therap client data system to document client's progress on their goals each day
- Microsoft Word, Excel, and Zoom experience preferred

Education and Experience

- High School Diploma, Bachelor's Degree in Human Services or similar, preferred.
- Experience working with children/adults with disabilities preferred

Physical Demands & Sensory Abilities

- Ability to drive to multiple settings across the community
- Ability to navigate, walk through and provide support in settings across the community
- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some crouching, stooping, kneeling, bending, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing approximately 50-75 lbs. – this can include lifting and turning clients
- Physical, visual, and auditory acuity are required for this position

Work Environment

- Highly variable, occurring in settings across the community, that requires an ability to quickly learn and adapt appropriately to each environment

Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.

The above statements are intended to describe the general nature and level of work required of this position and they are not meant to be an exhaustive list of all responsibilities, duties and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer

Salary and Benefits

- Competitive, commensurate with experience and other qualifications
- Full time employees enjoy many paid benefits, including full coverage of individual health care premiums

**Qualified candidates should forward their resume, cover letter and any professional references to:
Tabitha Keating, Director of Administration, tkeating@madonnaschool.org**