

**PERCO INCORPORATED**  
**Direct Support Professional (DSP)**

- At Will Employment:** The employee acknowledges that this position is an “At-Will” position subject to discharge without just cause, with or without reason(s) and upon written notice. Likewise, the Employee may terminate employment without showing cause.
- Probationary Period:** 90 Days
- Requirements:** High School Diploma.  
DODD Adult Service Registration.  
Must have good oral and written communication skills.  
Have a valid driver’s license and good driving record.  
Expected to work as scheduled.
- Physical Requirements:** Must be able to stretch, reach, bend over, push and pull loads. Must be physically capable to lift, carry, and move clients, equipment, and supplies in a safe manner, according to in-service training.
- Supervisor:** Operation Assistant
- Regular hours of work:** Monday-Friday up to 40hrs. May be required to flex schedule as assigned by supervisor.

**Notice:** Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to bloodborne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Provide primary supervision for a number of assigned individuals in a variety of settings, including but not limited to, the sheltered workshop. Train individuals in specified skill areas based on Individual Plan (IP) objectives. Provide personal assistance to individuals based on individual need. Administer medication and delegated nursing tasks as authorized and trained. Provide supervision for individuals from other crews as needed.

Supervise individuals in the attainment of scheduled production timelines utilizing quality control (QC) information and procedures to ensure production meets QC specifications. Maintain an efficient material and product flow system within the designated work area.

Maintain a safe and healthful work site. Operate the forklift as trained and assigned. Follow all safety rules and precautions to operate and maintain equipment and vehicles, and when necessary, through the utilization of protective equipment and decontamination techniques.

Take data and prepare reports for assigned individuals including, but not limited to, time sheets, production reports, daily documentation sheets, activity logs, baselines, behavior plans, delegated nursing, 180 day reviews, annual Individual Service Plans, incident and accident reports. Participate in staffing and develop and implement IP's in coordination with the interdisciplinary team.

Participate in inservice and training sessions.

Provide transportation for individuals as needed and perform other duties as required.

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Employee Signature

\_\_\_\_\_  
Date

