

# SAMPLE DSP JOB DESCRIPTION

Below please find a sample Direct Support Professional (DSP) job description, created through examples shared by New Jersey providers. This example is intended for a DSP that supports someone where they live and in the community. Ideally, job descriptions should be tailored to the tasks the DSP will be performing based on who they are supporting. Given substitutions and movement of staff, it may be necessary to include other essential duties for which staff may need to be prepared to complete. Training and/or mentoring should address all job duties so that DSPs are adequately prepared. Some elements of this sample may need to be modified based on service and agency requirements.

## SUMMARY

A Direct Support Professional (DSP) supports individuals with developmental disabilities so that they can live as independent a life as possible. The DSP assists the individual in maintaining and/or developing the skills necessary to complete daily activities at home and actively engage with their community. They provide support with tasks based on individual needs, preferences, and goals. When necessary, a DSP also acts as an advocate in supporting individuals to communicate their needs, express themselves, and articulate their goals.

## ESSENTIAL DUTIES

- Assist individuals to meet needs and develop an effective support relationship
- Provide person-centered supports that recognize the rights of each individual and help them to live the life they choose
- Assist individuals with daily personal care, including bathing, toileting, and dressing as needed
- Collaborate with families and support team members to help provide the best opportunities
- Support individuals with basic housekeeping tasks such as vacuuming, washing dishes, laundry, and tidying
- Help plan appointments and organize individuals' schedules
- With training, support the administration of medications as identified
- Assist individuals to shop for groceries and prepare meals
- Support individuals to budget and shop for items they need and/or want
- Help individuals arrange and participate in social, recreational, and other community activities based on their preferences and choices
- Ensure that required documentation is complete and in compliance with regulations and standards

## JOB REQUIREMENTS

- Be at least 18 years old
- Have a valid NJ Driver's License with clean driving record, valid vehicle registration and insurance
- Complete required background checks

## EDUCATION AND EXPERIENCE

- High School Diploma or GED
- Professional or personal experience supporting individuals with developmental disabilities, challenging behaviors, and/or mental illness

## PHYSICAL DEMANDS

- Must be able to lift at least 50 pounds
- Frequent bending, twisting, stooping, squatting, pushing, pulling, standing, reaching, walking, driving, traveling, kneeling, and crouching

## WORK ENVIRONMENT

DSPs work in a changing environment that adjusts to the needs of the individuals receiving services. The support the DSP will provide might be provided at home, work, school, church, and other community locations. The environment may be fast-paced with interruptions, distractions, and deadlines. DSPs need to be flexible and be able to adjust to changing needs or activities.

I, \_\_\_\_\_, acknowledge review of this job description.  
(Print Employee's Name)

\_\_\_\_\_  
Employee's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

Date: \_\_\_\_\_