

Apostolic Christian LifePoints

Job Description

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| Position: | DSP Team Leader |
| Facility: | Timber Ridge |
| Department: | Nursing |
| Reports to: | Asst. Director of Nursing |
| Supervises: | None |

Scope of Position: The primary purpose of your job position is to perform assigned direct care and administrative duties in accordance with established procedures, and as directed by the DON and ADON to assure a person-centered and viable residential program is maintained at all times in accordance with applicable Federal, State, and Local standards, guidelines and regulations, and established policies and procedures and in alignment with the AC LifePoints mission.

Qualifications:

1. Ability to read, write and speak the English language
2. Must be a minimum of eighteen (21) years of age, and of good moral character
3. Must have a minimum of 5 years' experience as a DSP in a DD setting.
5. Must possess, as a minimum, a high school diploma or equivalent.
6. Must function independently, demonstrate personal integrity and have the ability to work effectively with clients, administrative personnel, consultants, vendors, and others

Core Expectations:

1. Support and promote the Mission and Vision of the agency.
2. Meet agency expectations for attendance, dress code, working cooperatively with other employees.
3. Follow safety requirements for agency and department.
4. Respect rights and dignity of residents.
5. Retrieve and record data in the electronic charting system.
6. Perform job functions with accuracy and dependability.
7. Show initiative in fulfilling the ACLP vision in all aspects of the job.

Job Responsibilities:

1. Complete, monitor and assist with supervision on all Job Responsibilities outlined in the TR DSP Job Description.
2. Create, publish and maintain real-time electronic staffing schedule in order to meet regulatory guidelines and support personnel and departmental needs.
3. Assure staffing levels are maintained to meet budgeted and daily needs for the Nursing Department.
4. Respond to and manage staffing needs of the Nursing Department including calls for help when short staffed.
5. Monitor guide and ensure the execution of policies and procedures governing the day to day functions of the Nursing Department.
6. Monitor, coach and ensure the execution of DSP work tasks and workflows with aim to deliver high quality, person-centered, efficient care.
7. Maintain timely, complete, professional, and accurate documentation.
8. Report issues that arise to your supervisor and assist supervisor in implementation of coaching or corrective action plan.
9. Assist in the development and implementation of training new and current staff.
10. Actively engage and assist with collaborative standardization of processes and methods in which

work is accomplished in the Nursing Department.

11. Coordinate with other departments to ensure continuity of the residents' total regimen of care.
12. Advocate on behalf of resident's needs and assistance to meet those needs.
13. Participate in the on-call rotation for the Nursing Department.
14. Provide feedback related to DSP workflow and performance to Assistant Director of Nursing and Director of Nursing including needs to assist with quality improvement.
15. Assign "shift lists" for each shift.
16. Schedule in-house and external resident appointments as directed by nurses.
17. Demonstrate ability to operate or learn to operate office machines, computer, computer software to accomplish job duties.
18. Assist in the filing, maintenance and quality assurance of Nursing Department documents and supplies.
19. Complete other duties as assigned.

Other Responsibilities:

1. Maintain focus on meeting customer needs (staff, residents, families).
2. Support the vision, mission and agency values in working with others which the agency has a relationship.
4. Report any violations of resident rights to appropriate human rights staff.
5. Maintain a positive caring attitude throughout the workday.
6. Use a team approach and help others.
7. Display effective communication skills through proper interaction with residents, families and co-workers.
8. Conduct yourself in a way that conveys an attitude of trust and dependability with coworkers.
9. Report for work every scheduled day, on time and follow rules for the time clock.
10. Participate in department meetings and maintain appropriate number of in-service hours.
11. Practice safe work habits and report all accidents/incidents to immediate supervisor as soon as they occur and complete required incident report.
12. Maintain confidentiality of all resident information to assure resident rights are protected.

Physical and Sensory Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to bend, stoop, and move intermittently throughout workday.
2. Must possess stamina to spend much of the workday standing or moving around.
3. Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately.
4. Must possess emotional stability to work respectfully and harmoniously with clients and other staff.
5. Must be able to use a computer, phone, etc. as required.
6. May be required to lift, push, pull or move equipment, supplies, and others in excess of 50 pounds.

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Job Description Review

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I have read or have had this job description read to me and I fully understand the job description, its requirements, and that I am expected to complete all duties as assigned. I understand that the job duties may be altered from these duties. I have noted below any accommodations that are required to enable me to perform these duties.

I understand that in this position I will be exposed to body fluids which may be infectious. I understand that the facility will make available to me, free of charge, the Hepatitis B vaccination. I also understand that the facility will follow any other laws regarding testing of residents if I am potentially exposed to blood.

I further understand that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination must be made in accordance with the Agency Personnel Policy.

Employee Name (print): _____

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____