

## Job Description

**Job Title:** Direct Service Professional

**Reports To:** Case Manager

**Classification:** Non-exempt, Casual, Part-Time or Full Time

**Pay Range** \$14.00--\$19.00

**Summary:** Direct Service Professional is responsible for providing direct program services related to skill development, treatment, and care in home, school, and community based settings.

### Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions

1. Work with clients to help them develop identified life skills and accomplish goals outlined in the treatment plan or plan of care. Work can be done one-on-one, in a group, or with the client's family.
2. Maintain clinically appropriate client records that meet agency standards.
3. Meet performance expectations for time and billing standards.
4. Participate as appropriate in clinical consultations regarding client progress.
5. Demonstrate the ability to handle the position without continuous supervision.
6. Demonstrate the ability to function and communicate effectively in an interdisciplinary team approach to behavioral health.
7. Demonstrate proactive intervention skills in response to emotional/behavioral dysregulation.
8. Demonstrate a basic understanding of various behavioral health treatment approaches.

### Competencies:

1. Communications
2. Person-Centered Practices
3. Evaluation and Observation
4. Crisis Prevention and Intervention
5. Safety
6. Professionalism and Ethics
7. Empowerment and Advocacy
8. Health and Wellness
9. Community Living Skills and Supports
10. Community Inclusion and Networking
11. Cultural Competency
12. Education, Training and Self-Development

**Supervisory Responsibility:** This position has no supervisory responsibilities

### Work Environment:

This position operates in a professional office environment, in the community, and in the participant homes.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee may on occasion be required to lift heavy objects. This position has mostly an inside work environment and occasional outside work with exposure to weather conditions. Occasionally may come

**CONTINUATION:** Direct Service Professional

in contact with blood borne pathogens.

**Position Type and Expected Hours of Work:**

Hours of work are based upon needs of the individual supported, that may include evenings and weekends.

**Travel:** Significant travel is expected for this position within the SPBHS service area of the Southern Kenai Peninsula.

**Required Education and Experience:**

1. High school diploma or equivalent.
2. Organizational skills and ability to meet time deadlines.
3. Excellent verbal and written communication skills.
4. Experience working independently and using good judgment in a variety of circumstances.
5. Experience with computer software that includes Windows and Microsoft Office.
6. Experience working with individuals and families from diverse backgrounds and cultures.
7. Have current Alaska Driver's License and clean driving record.

**Preferred Education and Experience:**

1. Bachelor's degree in education, special education, psychology, social work, behavior management or a related field.
2. Reliable personal vehicle with appropriate insurance coverage to use during work tasks.

**Other Duties:**

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