

Position Fact Sheet

So you want to be a Direct Support Professional -Residential? You may be asking yourself...

What are the requirements for this position? You must be at least 18 years old; you must have a non-probationary valid driver's license with less than 5 points (a DMV check will be completed upon hire), a Child Abuse Record Information (CARI) check, successfully pass an initial and ongoing drug screen and a high school diploma / GED. We prefer that applicants have a minimum of 1 to 3 months relevant experience, training, and / or education. Nurse's aide and / or nursing home care experience is a plus. You must be able to attend mandatory preservice training within the 90 day time frame as well as ongoing mandated annual trainings.

How much will I be paid? The starting pay rate is \$ 12.00 per hour for a regular employee and \$10 to \$11 per hour for a Temporary/Substitute.

Where will I be working? You may be assigned to one of several Residential Homes in Gloucester County working with men and women with intellectual/developmental disabilities. Whereas, we make every effort to match an employee with the needs of a specific program, keep in mind that based on the needs on an individual program you may be reassigned at any time.

What hours will I work? Our group homes are staffed 24 hours a day, 7 days a week, 365 days a year. This includes nights, weekends, and holidays. Scheduled shifts are generally 12 midnight to 8am, 8am to 4pm, and 4pm to 12 midnight (certain specific program needs may dictate variation of these times). You can be expected to be scheduled any of these shifts in a given month. Every effort will be made to work with you in consideration of school schedules, 2nd jobs, and childcare issues, etc. However, the needs of the program will always be our first priority.

Will I receive benefits? Fulltime positions (32-40 hours per week) offer a full benefit package which includes the ability to purchase medical insurance, dental insurance, vision plan prescription plan, and life insurance plans. The 403b Thrift Plan is fully funded by The Arc Gloucester enabling our employees to accumulate long term saving for their retirement. There is also an opportunity for employee's to voluntarily save on their own. In addition full time employees enjoy vacation, sick, and personal time. Depending upon the hours per week one is offered, part time employees may also enjoy vacation, sick and personal time. Temporary and substitute positions have the ability to earn sick time. Benefits will begin in 90 days.

What will my job duties include? You will be expected to demonstrate on a daily basis to lift and / or move 25 pounds, and occasionally lift and / or move up with assistance to 100 pounds. Additional job responsibilities will include, but are not limited to:

- Assisting individuals served with personal hygiene, i.e. bathing, grooming, shaving, dressing, etc.; assisting consumers in/out of bed, bathroom, van, wheelchair, up/down stairs.
- Assistance with activities of daily living (ADL's), i.e. feeding, toileting, changing diapers.
- Accompany individuals served outside of the home, serving as a guide, companion, and aide.
- Administering of medications.
- Provide individuals served with recreational opportunities.
- Evaluate and document individuals' served progress as needed.
- Perform a variety of miscellaneous duties: obtaining/purchasing food and household supplies, cleaning, laundry, meal preparation, running errands, maintaining physical appearance of the home inside and out, driving/operating agency vehicles (mini vans and 15 passenger vans), and **all other duties as assigned**.

So you want to be a DSP Day? You may be asking yourself...

What are the requirements for this position? You must be at least 18 years old; you must have a non-probationary valid driver's license with less than 5 points (a DMV check will be completed upon hire), a Child Abuse Record Information (CARI) check, successfully pass an initial and ongoing drug screen and a high school diploma / GED. We prefer that applicants have a minimum of 1 to 3 months relevant experience, training, and / or education. You must be able to attend mandatory preservice training within the 90 day time frame as well as ongoing mandated annual trainings. Experience with crafts, landscaping, cleaning and/or nurse's aide or nursing home care experience is a plus.

How much will I be paid? Day program positions are full time positions start at \$ 900.00 biweekly (for a 37.5 hour work week).

Where will I be working? You may be assigned to one of several Achievement Centers in Gloucester County working with men and women with intellectual/developmental disabilities. Whereas, we make every effort to match an employee with the needs of a specific program, keep in mind that based on the needs on an individual program you may be reassigned at any time.

What hours will I work? You will work 37.5 hours per week. Most day programs are open Monday through Thursday 8:30am to 4:00pm, Friday 8:00am to 3:30pm, with the exception of major holidays as well as special projects to assist the individuals served with their employment.

Will I receive benefits? As a fulltime 37.5 hour employee you will receive a full benefit package which includes the ability to purchase medical insurance, dental insurance, vision plan prescription plan, and life insurance plans. The 403b Thrift Plan is fully funded by The Arc Gloucester enabling our employees to accumulate long term saving for their retirement. There is also an opportunity for employee's to voluntarily save on their own. In addition full time employees enjoy vacation, sick, and personal time. Temporary and substitute positions have the ability to earn sick time. Benefits will begin in 90 days.

What will my job duties include? You will be expected to demonstrate on a daily basis to lift and / or move 25 pounds, and occasionally lift and / or move with assistance up to 100 pounds. Additional job responsibilities will include, but are not limited to:

- Assisting consumers with personal hygiene, i.e. assisting individuals served in/out of bed, bathroom, van, wheelchair, up/down stairs.
- Planning and implementing daily program activities.
- Assistance with activities of daily living (ADL's), i.e. feeding, toileting, changing diapers.
- Accompany consumers outside of the home, serving as a guide, companion, and aide.
- Administering of medications.
- Provide individuals served with recreational opportunities.
- Evaluate and document individuals served daily progress.
- Some Achievement Centers assist individuals with specific job skills like landscaping, baking, copying and selling.
- Perform a variety of miscellaneous duties: obtaining/purchasing program supplies, maintaining physical appearance of the program inside and out, driving/operating agency vehicles (mini vans and 15 passenger vans), and **all other duties as assigned.**