

Direct Support Professional/Team Leader
Help Wanted Monday - Friday 9:30am - 3:30pm (Olathe)
(Saturday Available)
(2 day minimum, 12 hrs)

11599 S. RIDGEVIEW RD near 115th

Non Exempt 32 Hr. \$15/hour
part-time

Heartstrings Community Foundation is hiring a Direct Support Professional/Team Leader to work with Adults with Intellectual Developmental Disabilities. Can work into a permanent 32 hrs. a week schedule.

Minimum Qualifications:

Educational: High school diploma/GED

Experience: none required

Substitution: 12 months of full-time related experience may be substituted for one semester of college

Responsible to: Director of Operations

Responsibility and Authority: Responsible to provide assistance in achieving HCF®'s mission, in compliance with related federal, state, and local regulations and HCF policies and procedures.

Essential Duties:

- Trains and leads employees at all times including but not limited to appropriate dress and hygiene, customer service, time management, appropriate behaviors, interpersonal and social skills
- Responsible for employees during service hours
- Provide skill training for employees in specific job duties
- Direct training of individuals on Abuse, Neglect and Exploitation, Rights and Responsibilities, Self-Advocacy, and Health and Safety Practices
- Assure health and safety of employees at all times
- Provide transportation to employees during the work day
- Prepare equipment as necessary for job tasks
- Complete documentation of data and other information pertaining to employees in a timely manner
- Attend all staff meetings and training sessions
- Promote and participate in all HCF fundraising activities
- Represent HCF in the community with our employees, including in the professional business

world

- Assisting with any and all staff and employees as needed
- Attendance in accordance with HCF policy

Nonessential Duties:

- Other duties as needed including but not limited to cleaning, laundry, basic vehicle maintenance, simple baking

Required Physical Activities:

- Maintain CPR/First Aid certificate
- Ability to lift 30 lbs or 1/4 of body weight

Driving Requirements:

- Ability to travel independently to various locations
- Ability to adhere to HCF's transportation policy

Other Requirements:

- Maintain all training required by HCF
- Maintain a negative TB test
- Ability to meet state required background checks
- Submit to periodic drug testing
- Ability to understand written and verbal communication
- Problem-solving and decision-making ability
- Ability to supervise the work of others
- Ability to communicate in English (hearing and speech)
- Professional conduct
- Dress in accordance with HCF policy
- Professional written communication
- Bondable
- Good documentation, organization and tracking skills
- Good computer skills
- Ability to work independently and as a team member