



Lead Direct Support Professional

About the Company:

The Arc in Hawaii is a non-profit organization with 70 years of history in Hawaii. We provide both residential and day services for adults with intellectual and developmental disabilities (IDD). Our mission is to support the inclusion and participation of individuals with IDD in their respective communities throughout their lifetime.

Role:

We are seeking a Lead Direct Support Professional (LDSP) to care for our participants (adults with IDD) while supervising the implementation, monitoring, and modification of the participants' treatment programs in accordance with their Individual Programs or Service Plans (IPP or ISP). The LDSP supervises a team of Direct Support Professionals and provides guidance on the normalization principle, integration, safety and protection, individual rights and responsibilities, and other areas, as appropriate.

Pay: \$21.29 per hour

Job Type: Full time, non-exempt

Work Schedule: Monday to Friday

Requirements:

- Current driver's license (and clean driver's abstract)
- Smartphone
- 1 year of volunteer or work experience assisting persons with intellectual or developmental disabilities
- 6 months of supervisory experience
- Ability to safely drive a van
- Ability to speak, read, write, and understand English well and follow directions
- Good interpersonal skills, positive attitude, patient, and helpful
- Ability to operate assistive devices including Hoyer lift, wheelchair, walker, and gait belt
- Ability to intermittently lift, push, and pull up to 50 lbs. with minimal assistance

Work Clearances (Conditions of Employment):

- Pre-employment drug test
- Physical assessment
- TB test (initial 2-step PPD, annual 1-step PPD)
- CPR and First Aid/AED certification
- Criminal history check
- Adult Protective Services (APS) and Child Abuse & Neglect (CAN) registries



- FBI fingerprinting
- Valid driver's license and clean driver's abstract (or acceptable level of infractions)
- Must remain current on all work clearances
- Must complete all required training (paid)

Drug test, physical assessment, FBI fingerprinting/APS/CAN/criminal history check, and FA/CPR/AED certification are paid for by The Arc in Hawaii.

Responsibilities:

- Provides individual and group training to participants in the most independently supportive environment.
- Develops and implements individual treatment plans for each participant based on the IPP or ISP.
- Prepares class schedule and lesson plans in a timely manner.
- Orders and dispenses medications to participants, as needed.
- Supports participants in performing activities of daily living skills such as meal preparation, eating, grooming, toileting, dressing, and utilization of assistive devices (e.g. wheelchairs, walkers, etc.) in accordance with the individual's IPP or ISP.
- Assists in maintaining The Arc in Hawaii's properties, grounds, and surrounding area in a neat, clean, and sanitary condition by performing cleaning duties, such as sweeping, mopping, washing, and scrubbing on a regular basis.
- Maintains participant records, including progress notes, communication books, and data collection sheets.
- Prepares program reports as requested by the Center Manager.
- Attends staff meetings and trainings as required by the Center Manager.
- Interacts and attends meetings with parents, guardians, interdisciplinary team members, and other related persons and programs to benefit the individuals.
- Responds to emergency situations, crisis intervention, or problem resolution appropriately.
- Drives company vans to transport participants.

Preferred Qualifications:

- High school diploma or GED equivalent
- Working knowledge and application of normalization principle and ICF-MR-C program experience

Benefits Offered:

- 15 paid holidays
- Generous PTO which starts accruing upon hire date (17 days earned in Year 1, 22 days in Year 3, 25 days in Year 8)
- Healthcare coverage (medical, drug, vision, dental)



- MetLife
- Life insurance (if you take our healthcare coverage)
- 401(k) employer matching
- Referral program

*EOE / Drug-Free Workplace

Have questions?

If you have any questions, please contact hrdept@thearcinhawaii.org.