



## **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 compassionate and dependable individuals for our Direct Support Professional (DSP) positions. You will provide care for our clients (adults with IDD) who live in our Kamehame residential home in Hawaii Kai under the guidance of the home manager.

**Location:** Kamehame (Hawaii Kai)

**Pay:** \$22.50 per hour

### **Openings: \*\*Work schedules are flexible\*\***

- Mon-Fri 1:30pm-9:30pm (Full Time, 40 hours)
- Wed 2pm-7:30pm, Thu & Fri 2pm-7pm, Sat & Sun 6am-6pm (Full Time, 39.5 hours)

### **Requirements:**

- Valid driver's license (and clean driver's abstract)
- Smartphone
- At least 18 years of age
- 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:**

- Supports participants in performing activities of daily living skills such as meal preparation, eating, grooming, toileting, and dressing.
- Utilizes assistive devices (e.g. wheelchairs, walkers, etc.) or assists with walking according to the individual's needs.
- Accompanies participants during community activities.
- Supports participants in treatment programs as stated in their program/service plans, as directed by the supervisor in charge.
- Assists participants with their medications, as needed; informs supervisor in charge when medications need to be reordered.
- 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 regularly.
- Implements and collects data on participant specific programs and maintains participant records, including progress notes and communication books.
- Interacts with parents, guardians, interdisciplinary team members, and other related persons and programs to benefit client participants.
- Drives company vans to transport participants.

**Preferred Qualifications:**

- High school diploma or GED equivalent
- Minimum of 6 months volunteer or work experience assisting persons with intellectual or developmental disabilities or related experience

**Benefits Offered:**

- 15 paid holidays
- Generous PTO which starts accruing upon hire date
- Healthcare coverage (medical, drug, vision, dental)
- MetLife
- Life insurance (if you enroll in 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](mailto:hrdept@thearcinhawaii.org).