

**IDDA Advertisement#:** BR-001

**Initial Date Posted:** 3-10-2025

**Job Title:** Senior Direct Support Professional (DSP)

**Employer:** SDS Participant under the MDH, DDA, HCBS, Community Pathways Waiver

**Location:** Washington, DC Metro Area – Upper Marlboro, MD

**Salary Range:**

Wage Range: Hourly: \$29.75 – \$32.18

Actual Rate will be based on the HCBS Service Code and applicant's demonstrated skills and experience.

**Benefits:** Mileage reimbursement; PTO

**Wage Type:** Hourly

**Job Type:** FLSA - Non-exempt; BLS Standard Occupational Classification (SOC) code 21-1093, Social and Human Service Assistants

**FMCS:** Arc of Central Chesapeake Region (ArcCCR)

**HCBS Service Method:** Self-Directed

**HCBS Service Codes:** PS, CDS, Day-to-Day

**Job Summary:**

The Senior Direct Support Professional (DSP) is responsible for providing senior-level support and services to an adult with intellectual and developmental disabilities. The job includes working closely with the individual to promote independence, well-being, and community integration and engagement. During shifts provide transportation either using POA, shared ride, Metro, or other appropriate mode of transportation. The Senior DSP may, as assigned, also mentor the individual's junior-staff and coordinate their schedules, tasks and responsibilities to meet the support needs of the individual. Additionally, the Senior DSP may handle administrative duties, as assigned, related to coordinating the individual's overall schedule, program activities, and personal and community-related tasks.

Senior DSP services must adhere to all pertinent regulations, policies, and standards specific to Self-Directed Services (SDS) under the Home and Community-Based Services (HCBS) waiver and Maryland Department of Health (MDH) regulations. As mandated by the Developmental Disabilities Administration (DDA), Senior DSP, along with all staff working within the SDS service model, are classified as Medicaid providers and must comply with all relevant laws and regulations.

Note: Services provided under this individual's SDS program are NOT primarily personal care services performed by Personal Care Workers (SOC 31-1122).

**Conditions for Employment:**

1. Pass a criminal background investigation as conducted by the employer and/or FMCS.\*
2. Possess current first aid and CPR certifications.\*
3. Possess a valid driver's license.\*
4. Possess valid automobile insurance for any automobile used in performance of duties.\*
5. Successfully complete required orientation and training designated by the employer, including annual employee training.
6. Strong knowledge, understanding and application of MDH and DDA SDS policies and procedures and related regulations. This includes being able to successfully apply these policies and procedures in performing all requirements of this position.
7. Have a general understanding of the policies regarding CMS and its relationship to the DDA HCBS waiver program.

## **Mandatory Requirements:**

1. Be at least 18 years old;\*
2. Have a GED or high school diploma.\*
3. A demonstrated ability in understanding intellectual and developmental disabilities specifically related to Down Syndrome, its characteristics, and impact on an individual's daily life.
4. At least 10 years of progressive experience relevant to 1:1 waiver support for individuals with intellectual and developmental disability (IDD). In addition, this experience must include a minimum of 6 years working with individuals with IDD in a self-directed services model and 4 years in a mentor/leadership role in either direct support or educational paraprofessional roles. This experience cannot include tasks primarily related to personal care services.
5. Must have demonstrated ability to understand an individual's PCP including the application of Outcomes and goals and, in collaboration with caregiver, family members and staff, investigate various resources to develop recommendations for strategies and solutions to overcome challenges the individual experiences in progressing in an upward trajectory to meet these outcomes and goals.
6. Must have demonstrated ability to identify community-based activities, resources and events to discover opportunities to accomplish the desired goals and outcomes in the individual's PCP.
7. Understand HIPPA and PORII requirements.
8. Must be able to sign up individual for activities using hard-copy or on-line apps for various organizations such as PG Parks, Art Enables, Spirit Club, GiGi House etc.
9. Must be familiar with using the Charting the LifeCourse Framework (or similar support planning) particularly regarding the Life Trajectory and Integrated Star of Supports.
10. Must have demonstrated excellent internet skills and proficiency in the use of iPhone, iPad, and iWatch (or similar) and how to apply apps for use by the individual to accomplish their assistive and adaptive technology needs.
11. Experience using the Evvie timekeeping system using your cell phone and personal laptop.
12. Demonstrated ability to effectively use:
  - a. Virtual conferencing software/applications (e.g., Zoom and Teams)
  - b. MS Word and Excel
13. Must have demonstrated excellent communication, interpersonal, and organizational skills; demonstrated ability to, in English, speak, read, comprehend, and write clearly and concisely.
14. Demonstrated ability to always present appropriate role-model behavior. Must be flexible and take direction from the individual and caregiver. Excellent time management, organizational, and coordination skills.
15. Must of knowledge of general cooking skills and food safety and hygienic practices.
16. Must be dependable, responsible, and consistently reliable and punctual.
17. Ability to maintain confidentiality of the individual's and familiar issues. Have the ability and desire to create long-term, trusting and respectful relationships with individual and support team.
18. Must have demonstrated ability to navigate to various locations within the Washington DC Metro area.

\*required by DDA

**Desired:**

1. Ability to administer medication, requiring certification by the Maryland Board of Nursing (MBON) as Medication Technicians.
2. Associate's degree or equivalent experience in a related field such as education, performing arts, and/or conversational Spanish.

**Duties and Responsibilities:**

Senior DSP provides services and activities involving the development and maintenance of skills related to increased and sustainable community membership through engagement in integrated community-based activities.

These services further include individualized support, delivered in a personalized manner, to further the individual's ability to acquire, build, and maintain skills towards greater and improved independence in the individual's home and community based on their personal abilities, preferences and resources.

The services will support the individual to be as self-sufficient as possible considering the challenges of her disability; however, it may require the DSP to participate in the activity (i.e. partnering with the individual to achieve success for a specific task). The DSP will obtain necessary information regarding the activities including any schedule changes or take-home assignments and coordinate within the individual's team and staff to ensure their accomplishment. The Senior DSP coordinates, as assigned, the individual's team and staff support in preparing for an activity assuring the individual has the necessary finances to pay for expenses, is properly dressed, and has the necessary supplies to fully participate in the activity.

The Senior DSP must always be creative, flexible, outgoing, reliable, organized, and patient in providing services; willing to assist the individual with routine tasks related to her personal needs and with her social and recreational activities in the community. The DSP is not merely expected to provide transportation and general oversight but is expected to support the individual to be successfully involved in activities, to make friends, interact with peers and non-peers, and to have fun.

Unlike personal care services, which may be incidental under this individual's SDS program, the Senior DSP's focus is towards habilitation to assist the individual to increase obtain and maintain skills to live in their or family's home with the maximum of their personal independence considering their health and safety needs.

In addition, as assigned, the Senior DSP duties may include:

1. Support the individual to prepare/rehearse for performing arts events in the community.
2. As assigned, mentor and coordinate activities of junior-level DSPs, providing guidance and support to ensure high-quality service delivery.
3. Communicate with staff and caregiver using communication software such as Verifyle.
4. As assigned, track the staff schedule and expenses using individual's program's spreadsheet.
5. Support the individual in staying on daily schedule to accomplish personal and community activities.
6. Support individual in use of debit/cards for the appropriate purchases.

7. Support individual in making shopping list for needed items.
8. Maintain accurate and up-to-date documentation of the individual's progress, incidents, and other relevant information.
9. Have demonstrated ability to coordinate transportation needs to assure individual's arrival and return home is accomplished on time and safely. DSP is responsible for assuring the individual is safely and dependably transported to her activities and returned home or to point of connection.
10. Ensure compliance with all DDA SDS policies, procedures, and regulatory requirements.
11. Participate in ongoing training and professional development to stay current with best practices in the field.
12. Advocate for the individual's rights and needs, promoting their independence and inclusion in the community.
13. Be aware of conditions threatening the individual's health and safety and proactively reporting these conditions to the caregiver.

**Working Conditions:**

1. Full-time position (35 to 40 hours/week) or part-time, with varying hours, including, as needed, evenings, weekends, and holidays.
2. May be required to work some federal/state holidays.
3. May be required to fill in for other staff members.
4. Work in individual's home and community settings within the Washington, DC metro area
5. Requires employee to maintain a proper working automobile
6. Requires proper working cell/mobile phone
7. Employee may be required to use public or paratransit means of transportation
8. While performing the duties of this job, the DSP is required to stand; walk; sit for long periods of time; use both hands to hold, handle, or feel objects, tools or controls; reach with both hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk and hear; taste and smell. The DSP may occasionally lift and/or move up to 25 pounds.

**Application:**

To be considered for this position, applications must be submitted as follows:

1. Resume – must discuss experience related to this job description and goes beyond demonstrating experience in personal care services. Resume must definitively show applicant's ability to meet or exceed the requirements and tasks of this job description.
2. Response to the Knowledge, Skills, and Abilities (KSAs). See below KSA Instructions
3. Provide names of three (3) professional references attesting to the applicant's demonstrated ability to perform the requirements, duties, and responsibilities. At least one current name of an organization official confirming listed experiences and employment with the referenced organization. Applicant must ensure the contact information for references is current and that the individual understands the urgency for their quick reply.
4. Send resume, KSA response, and references to [supportservices@iddacoach.com](mailto:supportservices@iddacoach.com). The Job Title, Job Advertisement# and posted date MUST BE STATED ON THE SUBJECT LINE.

## Hiring Decision

The hiring decision will be made through a comprehensive evaluation process that includes several key components. First, the candidate's resume will be reviewed to assess their overall qualifications, work experience, and educational background. Next, the Knowledge, Skills, and Abilities (KSAs) statements will be examined to determine how well the candidate's specific competencies align with the job requirements. Following this, the interview stage will provide an opportunity to evaluate the candidate's interpersonal skills, problem-solving abilities, and comparison to the information presented in the resume and KSAs. Finally, references will be contacted to verify the candidate's past performance and gather additional insights into their professional behavior and reliability.

**Notice:** This job is currently filled. The purpose of this announcement is to comply with DDA requirement regarding continuation of hourly wage for this position within the wage exception guidelines. The wage-exception guidelines require the position to be advertised for 3 months to confirm the lack of an available qualified workforce within the wage standards. This process is required even if the current employee has over 10+ years of experience directly relevant to the job description and/or 8+ years with the current participant-employer.

## KSA Instructions

**On a separate sheet of paper provide information regarding your skills and experience for each of the following KSA's. Include a summary of the employment history related to each KSA.**

Tip: When completing Knowledge, Skills, and Abilities (KSAs), it will help to follow these steps to ensure your responses are effective and comprehensive:

1. Read the Vacancy Announcement Thoroughly: Understand the specific KSAs required for the position.
2. Review Your Resume: Identify experiences and skills that match the KSAs.
3. Add Relevant Information: Include specific examples from your work, education, or training that demonstrate your proficiency in each KSA.
4. Link Examples Explicitly to KSAs: Clearly connect your examples to the KSAs being addressed.
5. Write in the First Person: Use "I" statements to describe your experiences and contributions.
6. Focus on Outcomes: Highlight the results of your actions and how they benefited your organization or team.
7. Reflect Your Level of Responsibility: Ensure your answers accurately represent your role and responsibilities.
8. Target Length: Lengthy responses are strongly discouraged. Aim to present your information in short, pointed, concise responses.

**Knowledge:**

1. Understanding of intellectual and developmental disabilities, their characteristics, and the impact on individuals' daily lives. Familiarity with best practices and strategies for supporting individuals with IDD
2. Strong knowledge and understanding of Maryland Department of Health (MDH) and Developmental Disabilities Administration (DDA) Self-Directed Services (SDS) policies and procedures, including the Home and Community-Based Services (HCBS) waiver. General understanding of the policies regarding CMS.
3. Demonstrated ability to understand and apply an individual's PCP, including outcomes and goals. Knowledge of best practices in the field of supporting individuals with intellectual and developmental disabilities.
4. Familiarity with community-based activities, resources, and events to support the individual's goals.
5. Proficiency in using iPhone, iPad, and iWatch for assistive and adaptive technology needs.

**Skills:**

1. Excellent communication, interpersonal, and organizational skills.
2. Strong organizational skills to manage multiple tasks and responsibilities efficiently.
3. Ability to develop and implement individualized support plans and maintain accurate records.
4. Proficiency in using the internet, virtual conferencing software (e.g., Zoom, Teams), MS Word, and Excel.
5. Experience using the Evvie timekeeping system.
6. Ability to mentor and coordinate activities of junior-level DSPs.

**Abilities:**

1. Ability to provide individualized support to promote independence and community integration. Ability to understand an individual's PCP Outcomes and goals and develop recommendations for strategies and solutions to overcome challenges.
2. Ability to coordinate transportation needs to ensure timely and safe arrival and return.
3. Ensure compliance with all DDA SDS policies, procedures, and regulatory requirements.
4. Advocate for the individual's rights and needs, promoting their independence and inclusion in the community.
5. Ability to maintain accurate and up-to-date documentation of the individual's progress, incidents, and other relevant information.
6. Ability to accomplish the requirements listed under the working conditions.