



ASSOCIATION ON AGING WITH
DEVELOPMENTAL DISABILITIES

Direct Support Specialist Job Description

AADD is a non-profit organization in the field of serving adults with developmental disabilities. We are seeking experienced **Direct Support Specialists** to join our growing team, who would be responsible for teaching skills that help people increase independence in the community. This person will be a positive role model, provide outreach, planning, facilitate effective communication, access applicable tools, and support individuals in accessing services (may also involve group activities).

Job Requirements :

- Bachelor's degree* (prefer degree in Human Services area).
- 5 years' experience serving individuals with developmental disabilities.
- Previous Mandt or other non-violent crisis intervention experience is preferred.
- Flexible availability.
- Chauffeur's license and proof of insurance.

Must have the ability to:

- Support individuals in developing communication and social skills while addressing challenging behaviors.
- Demonstrate good judgment, discretion and confidentiality.
- Work independently, take initiative, and self-manage.
- Facilitate a team atmosphere utilizing a person-centered philosophy.
- Communicate effectively in both written and verbal forms.
- Apply conflict resolution skills with others involved in the individual's life.
- Communicate with coworkers and individuals to create your schedule.
- Complete and submit required documentation in a timely manner.
- Develop, coordinate and implement goals as outlined in the ISP.
- Attend and participate in training in-services.
- Obtain and maintain knowledge and certifications in the areas of safety procedures and general health care to include but not limited to: CPR, First Aid, Universal Precautions, Mandt Training.
- Obtain and maintain a valid Chauffeur's License.

Essential Functions:

- Assist individuals to identify and achieve their goals through advocacy, support and teaching.
- Develop positive relationships with individuals.
- Provide people with a variety of experiences to help them enhance and generalize their knowledge and skills.
- Assist individuals with making informed decisions.

Job Type: Part-time and/or Full-time

Rate of Pay: \$14.23 /hour