

**ROLE, RESPONSIBILITY AND PROCEDURES
OF THE FLOATING DIRECT SUPPORT PROFESSIONAL
(INTELLECTUAL DISABILITY SERVICES)**

Primary Responsibility:

The Floating Direct Support Professional (FDSP) shall follow the Direct Support Professional Job Description in addition to following the roles, responsibilities and procedures outlined within this description.

The FDSP shall provide direct support to individuals with disabilities on an as needed basis when other staff call out or to cover planned time off. He/she must follow the job description of a Direct Support Professional.

Qualifications:

Upon hire as a FDSP, the FDSP must have and maintain all the necessary qualifications, certifications and training to provide the desired service. H/she must have and maintain the qualifications, certifications and required training of a Direct Support Professional.

Qualities required:

Upon hire as a FDSP and ongoingly, the FDSP must demonstrate flexibility, versatility, experience in the field as a DSP, experience within OHI, be an approved driver, demonstrate professional behavior, demonstrate commitment to the OHI Philosophy, Mission and Vision, and have knowledge and experience with OHI policies and procedures. At the time of hire and ongoingly, he/she may not have had any performance improvement planning in the past 24 months and may not have been substantiated for any form of abuse or rights violations. In addition, his/her performance review shall be considered better than average by the Team Coordinator.

Supervisor: Team Coordinator

Hours:

Each FDSP shall be assigned to work at least 35 hours per week. Time and ½ will be provided after 40 hours of work in one week.

1. The FDSP shall work five days on (on one of the following schedules below) and have two consecutive days off in a row.
2. There are two schedules:
 - a. Sunday through Thursday
 - b. Tuesday through Saturday
3. The Team Coordinator must approve all requests for overtime.
4. Work hour restrictions:
 - a. No more than 12 hours of continuous awake time.
 - b. No more than 16 hours of continuous awake/sleep time combination with at least four hours of sleep.
 - c. No more than 19 hours of continuous awake/sleep combination with at least six hours of sleep or time off.
 - d. A minimum of 10 hours off after either of the above limits have been reached.
5. Hours may be live-in, overnights, days or a combination.

Availability:

1. The FDSP is scheduled by the Team Coordinator on a first come, first served basis. After business hours, the Manager On-Call may schedule the FDSP.
2. The FDSP shall respond by phone within 15 minutes when on shift schedule. H/she shall be at the assigned work site as soon as possible and in no case longer than 1 ½ hours.
3. Once the FDSP has reached their maximum work limits and need to have a 10 hour break before beginning a new shift, they may only be accessed by their voice mail, so they are able to sleep/rest before their next shift.
4. The FDSP will respond to any voice mail messages within 15 minutes of the end of their 10 hour break.

Responsibilities:

The FDSP shall:

1. During the five-day work schedule, respond to any request to work unless they are sick, have reached one of the limits above or have pre-approved time off.
2. Use PPL if h/she has not elected to work enough hours to reach 35 hours.
3. Arrive at work at least 15 minutes early (and sign in) in order to review the MAR, logs, get properly oriented and speak with staff on duty.
4. Call the Team Coordinator or Manager On-Call when ill, in accordance with the OHI Attendance Policy.
5. Attend supervision meetings and staff meetings with the Team Coordinator and others as assigned.
6. Perform quality assurance tasks while on duty to include but not limited to review of records, daily documentation, home safety and cleanliness. Reports shall be made to the Team Coordinator.
7. Be reassigned depending on the needs of people supported and OHI.
8. Shall take PPL when h/she declines a shift, unless their hours are outside the requirements above.
9. Administer medications only if he/she is the only staff member present and medications are due to be administered.

Training:

1. The FDSP must complete all required training and remain current in order to keep this job.
2. The FDSP training shall include all that is required for the DSP position and also will include becoming familiar with all homes and individuals on the Team assigned.

Wages and Benefits:

1. The FDSP shall earn a base wage of \$11.00 per hour. For internal OHI employees, the Salary Policy shall be used to calculate the assigned rate of pay as this position is considered a promotion if the applicant is coming from a DSP position. Prior pay increases for length of service and/or merit may be applied to the \$11.00 per hour base. The wage maximum applies to this position.
2. Benefits will be the same as DSPs.

Scheduling:

1. Each FDSP shall be scheduled by the Team Coordinator. After business hours the scheduling will be done by the Manager On-Call.

2. Regular staff shall be accessed first, when a staffing need is identified, as long as this does not result in overtime.
 - a. The FDSP shall be contacted as soon as possible after this determination is made. As much advance notice as possible to the FDSP is expected.
 - b. The FDSP shall only work in homes where they have previously shadowed or worked.
3. Whenever possible, the Team Coordinator shall provide a weekly schedule to the FDSP a week in advance. However, the position is meant to be mainly on an as needed, short notice basis.

Printed Name/FDSP

Printed Name/Team Coordinator

Signature/DATE

Signature/DATE