



**DIRECT SUPPORT PROFESSIONAL
SUPPLEMENTAL APPLICATION QUESTIONNAIRE**

Please answer the following questions in your own handwriting. Feel free to attach additional pages as necessary. Return questions and answer sheets with your application package.

1. What would you do in the following situation?

Jesse is 35 years old and lives in Kitsap County. He has a developmental disability. He also has a passion for music, loves being outdoors, and really wants to make some new friends. Jesse has asked you, as an employee of Communitas, to help him meet people. What would you do and how would you do it?

2. Tell us about a goal you've had and what you did to work toward that goal. (**THIS QUESTION IS TO BE COMPLETED DURING YOUR INTERVIEW**)

Communitas

Job summary: Direct Support Professional

General Duties: Assure that people supported by Communitas have the highest quality of life possible.

SPECIFIC DUTIES:

- Support individuals to develop natural family contact and rapport. Support individuals to develop, maintain and establish friendships and acquaintances. Support individuals to reach out to people whom they would like to get to know.
- Serve as a positive role model while in the community and in the home.
- Ensure transportation to community activities. This can include the DSP's own vehicle or utilization of public transportation.
- Support individuals to have a wide variety of recreational opportunities, including clubs, organizations, and other such social opportunities in the community. Help to identify options for valued roles and activities that will contribute to a person's well-being.
- Take a pro-active approach to assure that individuals are afforded the utmost in dignity, privacy, legal rights, autonomy, and individuality.
- Communicate and coordinate with healthcare personnel on health-related issues concerning an individual. Act as a liaison between the doctors, guardians, RN, and support team to assure clear communication of any needed plan of action.
- Assist individuals to self-medicate according to each person's training plan.
- Assist people to prepare food, and to maintain excellent personal hygiene and personal appearance.
- Ensure that the individual's home is kept dusted, clean, and decorated nicely.
- Balance the individual's checking account monthly.
- Maintain financial records, and forward the appropriate information and records to parents, guardians and/or agency administration in accordance with agency policies and procedures.
- Maintain and update the individual's inventory on an annual basis, updated as needed.
- Compile and maintain daily, weekly, and monthly progress reports, files, charts, binders and other paperwork in accordance with established procedures.
- Participate in, help facilitate and write the Individual Service Plan.
- Develop and maintain a respectful working relationship with co-workers.
- Attend scheduled staff meetings.
- Assist in team-based management and outcome based evaluation practices for the continued success of the agency, including assisting in team efforts to develop, monitor & maintain the program budget.