



# Casa De Rosa LLC



## Direct Care provider In Home Support Services

### Mission Statement:

The mission of Casa De Rosa LLC is to enrich the quality of life for individuals with developmental disabilities. We are committed to excellence with innovative services promoting dignity, personal growth, self-respect, independence, and family support.

### Job Description:

DTA Direct Support Professionals assist the DTA manager in completing daily functions of the Day Treatment of Adults program. DTA DSP's may work one on one or up to a one to five ratio depending on each individual member's needs.

### Duties and Responsibilities:

- Adhere to scheduled work hours including reliable attendance and punctuality.
- Provide personal care (i.e. grooming, meal preparation, hygiene, dressing, feeding, toileting, medication administration or reminders, accident prevention, etc.) per needs of the consumer and consumer's Plan of Care.
- Adhere to consumer's Behavior Treatment Plan, if applicable.
- Lift and transfer consumers as needed utilizing safe and approved techniques.
- Provide activities and services to meet the social, emotional, and physical needs of consumers during DTA activities.
- Meet all basic training and certification requirements within required timelines.
- Document duties performed.
- Submit timesheets as needed per administrative policies.
- Comply with mandatory reporting of abuse, neglect, or exploitation of consumers—either witnessed or suspected.
- Attend meetings as necessary (staff meetings, ISP meetings, Med Reviews, others as requested by Supervisor).
- Ability to work without direct supervision.
- Assist members in the care of DTA animals and plants.
- Maintain effective communication, including returning phone calls, emails and other communications from the agency in a timely manner.
- Retain a positive relationship with the agency, supervisors, and consumers.
- Represent the agency in a professional manner.
- Adhere to Casa De Rosa Policies.
- Maintain consumer and agency confidentiality at all times.



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## Qualifications:

- Be at least 18 years old
- High School Graduate
- Provide three professional references
- Reliable transportation (This is a must)
- AZ driver license, car registration, and car insurance
- Successful completion of agency required training
- Ability to lift a minimum of 50 pounds

## Certificates, Licenses, and Registrations

- Current Article 9 certification
- Current CPR (Infant, child, and Adult) certification
- Current First Aid certification
- Current Prevention and Support certification
- Current Abuse, neglect and Exploitation training
- Current Positive behavioral support
- Current DCW Level 1 and 2
- Valid Level one Fingerprint Clearance Card
- Obtain registration as public notary

## Desirable Skills:

- Customer service
- Communication
- Care Giving