



## Job Posting Request Form

### Company Name

Dutton Farm

### Position Title

Direct Support Professional-Community  
Involvement Lead

### Job Description

The purpose of a DSP Community Involvement Lead is to support adults with disabilities both in the community and at the Dutton Farm site. The individual will ensure the success and well-being of program participants and communicate daily activities and goal progress with the Site Director each day.

Duties and responsibilities:

Administrative-

Obtain and maintain a Chauffer's license ( any cost associated will be paid by Dutton Farm).

Drive and oversee participants two times per day while on field trips in the Community.

Enforce all Dutton Farm community safety protocols while on field trips with participants.

Provide daily reports of participants' individual progress and achievements.

Complete Incident Reports as necessary at the Site Director's request.

Use Swipeclock to log daily hours and request time off.

Responsible for approving time card on Swipeclock bi-weekly.

Attend all staff meetings.

Maintain essential pieces of training.

Direct-

Ensure the safety of all participants in the assigned group.

Continuously assess surroundings for safety of the assigned group

Promote the engagement of all participants in the assigned group.

Promote the independence of all participants in the assigned group.

Evaluate and assist participants in the assigned group with tasks that prove too difficult.

Read the daily goals of all participants in the assigned group.

Focus engagement toward participants' daily goals.

Read daily personal descriptions of all participants in the assigned group.

Build strong, authentic, and trusted bonds with all participants.

Prioritize participants' likes, dislikes, struggles, fears, successes, and desires.

Fulfill all other direct care requests by Chief Program Officer and/or Site Director as given.

Report all concerns to Chief Program Officer and/or Site Director.

#### Qualifications

Must embrace the mission and values of Dutton Farm.

Must be able to commit to 35 hours per week.

Strong interpersonal and communication skills.

Display a positive attitude, show concern for people and the community.

High School diploma minimum.

Must have a clean driving record and submit a driving record for the last 7 years

#### Contact Name

Kristina Harper

#### Contact Phone Number

(248) 561-3301

#### Contact Email

kristina@duttonfarm.org

#### What type of job is this?

Part Time

#### Position Opening Date

Wednesday, October 14, 2020

#### Compensation

\$15.00 per hour

**Does your job posting relate to one of RU's majors? If so, please notify the department chair for this major. (select all that may apply)**

Social Entrepreneurship/Non-Profit (School of Business and Professional Studies)

Social Work (School of Natural and Behavioral Science)