



## **ESS Staff Packet**

# Welcome & Mission Statement

Welcome to Empowerment Support Solutions (ESS). Our mission is to empower individuals in the Self-Determination Program (SDP) to live more independent, meaningful lives by providing high-quality, person-centered support. As a member of the ESS team, you play a vital role in helping participants achieve their goals, build independence, and succeed in their communities.

## 1. Role of Direct Support Staff

Direct Support Staff at ESS provide individualized services under the Self-Determination Program. Responsibilities include:

- Supporting participants in daily living skills and independence.
- Assisting with community integration, transportation, and safety awareness.
- Encouraging healthy habits including nutrition, exercise, and wellness.
- Supporting interpersonal communication and relationship-building.
- Documenting services provided using required forms.
- Maintaining professional boundaries and participant confidentiality.

## 2. Policies & Expectations

ESS maintains high standards for staff conduct and professionalism. Staff are expected to:

- Arrive on time and prepared for each session.
- Maintain participant confidentiality at all times.
- Uphold participant rights and dignity.
- Report suspected abuse, neglect, or exploitation immediately (mandated reporting).
- Maintain clear professional boundaries (no gifts, no personal relationships, no conflicts of interest).
- Provide accurate documentation and timesheets.
- Communicate promptly with ESS leadership about schedule changes, incidents, or participant concerns.

## 3. Code of Conduct & Ethics Agreement

I agree to provide services with professionalism, respect, and honesty. I understand my role as a Direct Support Staff is to support participants under their Individual Program Plan (IPP) and budget within the Self-Determination Program. I will respect confidentiality, uphold participant rights, and follow ESS policies at all times.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

#### 4. Timesheet Template

Date	Start Time	End Time	Total Hours	Staff Initials

Staff Print Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### 5. Acknowledgement of Policies

I have read and understand the policies, expectations, and procedures outlined in the ESS Staff Packet. I agree to follow these guidelines while providing services.

Staff Print Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### 6. Staff Documentation Files

#### 7. Daily Schedule & Notes Form

**Regional Center:** \_\_\_\_\_

**Service Coordinator:** \_\_\_\_\_

**Location (Home/Community):** \_\_\_\_\_

**Domain(s):** \_\_\_\_\_

**Other Domain(s):** \_\_\_\_\_

**Visible marks/injuries observed?** ☐ No ☐ Yes (If yes, complete Head-to-Toe form)

**Activity(ies):**

**Progress:**

**Action Plan:**

Staff Printed Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Participant Printed Name: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_