

Job Summary

The Direct Support Professional (DSP) provides compassionate care and support to individuals with intellectual and developmental disabilities. DSPs assist clients in leading fulfilling lives by promoting independence, personal growth, and community integration in a safe and supportive environment.

Key Responsibilities

- Provide direct care and supervision to individuals in residential, community, or day program settings.
- Assist with activities of daily living (ADLs), including bathing, dressing, grooming, toileting, and feeding.
- Support individuals with meal planning and preparation, medication administration, and mobility assistance.
- Encourage and support individuals in achieving personal goals, skill development, and independence.
- Transport individuals to community outings, appointments, or work using company or personal vehicle (if applicable).
- Implement individual support plans (ISPs) and document progress and incidents according to agency policies.
- Foster a positive, respectful, and inclusive environment.
- Communicate effectively with individuals, families, healthcare providers, and team members.
- Maintain a clean, safe, and organized living or program environment.
- Respond appropriately to emergencies and behavioral situations using approved techniques.

Skills and abilities

The ideal candidate will demonstrate strong organizational, time management, and analytical skills, along with excellent written and verbal communication abilities. Interpersonal effectiveness, teamwork, and the capacity for active listening and reading comprehension are essential. Candidates must be capable of multi-tasking, critical thinking, interpreting information, problem-solving, teaching, coordinating, innovating, and strategizing in a dynamic work environment.

Additional competencies include the ability to interact effectively with management, maintain confidentiality, and exhibit flexibility and adaptability while prioritizing tasks. A detail-oriented mindset and the ability to work respectfully and effectively with a diverse population—including individuals with behavioral challenges—are required. Candidates should also be able to administer medications and treatments as directed.

A positive attitude, strong work ethic, personal responsibility, self-discipline, creativity, multicultural awareness, empathy, and sustained concentration are vital traits for success in this role.



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Physical requirements

The Direct Support Professional position will typically work in a home environment with occasional work outside and in small, enclosed spaces. Frequent sitting, grasping, feeling, talking, hearing and repetitive motions. Occasional lifting of 50 lbs. Occasional bending, twisting, stooping, squatting, pushing, pulling, standing, crawling, reaching, walking, driving, traveling, kneeling, and crouching.

Additional requirements

This position will require a valid Oregon ID or Driver's License, CPR/First Aid certification, Food Handlers certification, and Oregon Intervention Systems certification if applicable. Candidate must successfully pass all pre-employment requirements, including a background check. If required to drive, the candidate must possess proof of valid insurance and registration. Must be at least 18 years of age to drive for Bend Family Friends.

This job description shall not be construed as a contract for employment. Bend Family Friends is an at-will employer.

The work environment characteristics, key responsibilities, and skills and abilities listed here are representative of those an employee typically encounters while performing work in this position. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and physical requirements, unless doing so would create undue hardship for the company.

While this job description is intended to be an accurate reflection of the current position, management reserves the right to revise the job description to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in workload, business needs, facility, or technological advances).

By signing below, I acknowledge that I have read and understand the duties and requirements of this position with Bend Family Friends, as outlined in this job description.

Employee Name (Printed)

Employee Signature

Date