

# Happy Valley Day Facility

## Developmental Disability Professional Job Description

**Job Title:** Developmental Disability Professional (DDP)

**Supervised by:** Lucretius D. Stephens/ Director

**Job Summary:** Providing oversight of the delivery of service.

**Work Schedule:** Monday-Friday 8:00AM to 4:00PM

**Wages for this position:** To be determined

**Total Hours Weekly:** 40 hours

**Benefits:** To be determined

### Qualifications:

- 18 years or older
- A bachelor's degree in human service field (social work, psychology, education nursing or closely related field) or business management and two years experience in service delivery to persons with developmental disabilities with at least one year in a supervisory capacity or
- An associate degree in nursing, education or a related field and four years of experience in service delivery to persons with developmental disabilities with at least one year in supervisory capacity
- CPR/First Aid
- Health Examination with a signed statement from physician or nurse practitioner.
- Criminal Records Check (NCIC)
- TB test clearance
- Provide any licenses, certification and training documents.
- Meet transportation requirements if transporting participant. (MVR past 7 years, Class C license).

### Duties/Responsibilities:

- To oversee the services and supports provided to the participants.
- Supervising the formulation of participant's plan for delivery of Community Guide Services
- Conducting functional assessments.
- In conjunction with appropriate staff write, monitor, and train staff in Behavior Support Plans.
- Supervise high intensity services.

### Competency:

- Must be able to perform job duties with knowledge skill and experience needed to service and support Developmental Disable (DD) and Mentally Retarded (MR) participants.
- Suitable to handle all aspects of adult day care and Developmental Disable (DD) Mentally Retarded (MR) individuals.

**Working Conditions:**

- The employee will work in the agency but may need to provide services in other settings such as community outings, social activities, stores, church etc.

**Reliability:**

- If the employee is going to be late or absent, a phone call is expected with notice. The employee is expected to use time wisely so the service is done in allotted time.

**End of Service:**

- The employee agrees to give at least a two-week notice prior to resigning from this position

**This job description is subject to review or revision on an annual basis or when a change in job duties is required.**

I have received a copy of the job description for my records  
I have read the entire job description and understand my responsibilities.  
I understand that this constitutes an agreement between *Happy Valley Day Facility* and myself, and does not guarantee employment.

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**Signature of Employee**

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**Date**

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**Signature of Employer**

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**Date**

