CORNERSTONE RANCH

JOB DESCRIPTION

Job Title: DSP- (Direct Support Professional)- **Day Program**

Reports To: Day Program Director

Date: 10/13/26

Cornerstone Ranch is a faith-based nonprofit organization dedicated to enriching the lives of adults with special needs through full-time residential care and a purpose-driven day program. Guided by our mission, to empower adults with special needs to live the abundant life they were created for, Cornerstone creates a safe, supportive, and Christ-centered environment where individuals can grow, build community, and live with dignity, purpose, and belonging. Our vision is to change the way people with disabilities are cared for in North Texas by presenting a model that is professional in care, pure in its service and founded on faith.

JOB OVERVIEW

The primary function of the DSP is to support the Ranchers by providing personal hygiene care, assistance with ADLs, program group support, proper supervision for health and safety and program participation. The DSP will be working in a day program environment and must be willing to work with a team. Based on the Cornerstone Mission, the DSP will be committed to supporting the Ranchers to live an abundant life.

The DSP is expected to uphold the faith-based values and mission of Cornerstone Ranch, remembering that our focus extends beyond meeting physical needs as we strive to meet the spiritual needs of our Ranchers as well.

WORK EXPECTATIONS

- Full-Time
- $18/hr
- Attend staff meetings and trainings as needed
- Promote and protect resident's rights such as dignity, confidentiality and privacy
- Follow reporting procedures for abuse, neglect and exploitation
- Consistently act with integrity and credibility and demonstrate commitment to the Cornerstone mission
- Represent Cornerstone Ranch in a professional and dignified manner at all times
- Assist with leading a healthy, loving, day program environment
- Demonstrate care, compassion, and patience when working with adults with disabilities
- Implement Christian faith into everyday activities with Ranchers
- Actively participate in creating a culture of peace, love and joy (abundant life)
- Follows Cornerstone's guidelines to conflict resolution

RESPONSIBILITIES

Individual Support and Engagement

- Build respectful, encouraging relationships with Ranchers
- Support personal care, mobility, meals, and other daily needs within the program guidelines and staff training
- Provide individualized support based on each Rancher's personal needs, preferences, goals, and support plan
- Encourage independence by offering appropriate choices, prompts, and assistance
- Adapt activities and communication so Ranchers can participate successfully
- Assist with limited personal hygiene care: washing hands, cleaning face as needed, limited bathroom assistance
- Document any significant health changes or signs of illness and notify the nurse or DP Director
- Document any significant emotional or behavioral changes and notify the nurse or DP Director
- Assist with mobility and transfers: be aware of fall risk level and take all fall risk precautions
- Follow universal precautions and infection control measures
- Assist with emotional support and encourage social engagement.

Programming and Community Participation

- Assist Instructor with activities such as life skills, creative arts, exercise, music, bible study/journal, vocational tasks and community service
- Keep Ranchers engaged through clear instructions, encouragement and hands-on learning
- Supervise Ranchers during activities, transitions, meals and community outings
- Help Ranchers practice social skills, communication, teamwork and safe community participation
- Prepare supplies and maintain clean, organized activity spaces

Administrative

- Communicate relevant observations and concerns to the Day Program Director
- Work cooperatively with staff, volunteers, caregivers and families through approved communication channels
- Participate in staff meetings, required training and ongoing professional development
- Document and communicate with the Day Program team each shift.
- Document progress notes as needed
- Document incident reports immediately and report to a supervisor
- Model patience, kindness, accountability and respect
- Use the Biblical Conflict Resolution model for conflict resolutions

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- **Adaptability** - Adapts to changes in the work environment in a positive manner. Changes approach or method to best fit the situation. Manages competing demands. Accepts criticism and feedback. Applies feedback to improve performance.
- **Attendance and Punctuality** - Begins working on time. Arrives at meetings and appointments on time. Ensures work responsibilities are covered when absent. Keeps absences within guidelines. Schedules time off in advance.
- **Communications** - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Integrity** - Upholds organizational mission, values and goals. Inspires the trust of others. Keeps commitments. Treats people with respect. Works ethically and with integrity. Acts in accordance with vision.
- **Safety and Security** - Observes safety and security procedures. Recognizes and responds in a proactive manner to potentially unsafe conditions. Uses equipment and materials properly. Determines and applies appropriate action beyond guidelines.

QUALIFICATIONS

Education and Experience:

- Education: High school diploma or equivalent
- Previous experience as a DSP preferred.
- Must be at least 21 years old
- Must have 1 year related experience (volunteer or paid) working with individuals with IDD, or equivalent combination of education and experience.

Language Skills:

- Ability to read and write effectively in English.
- Ability to read and follow written directions.
- Ability to learn proper documentation of care using EHR.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Knowledge, Skills or Ability:

- Demonstrate care, compassion, and patience when working with adults with special needs.
- Ability to use microsoft software

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee must frequently lift and/or move up to 25 pounds. While performing the duties of this Job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- This job description is not intended to be an exhaustive list of all duties or responsibilities of the position. The employee may be required to follow additional instructions and perform other related duties as assigned by their supervisor.

_____	_____	_____
ACKNOWLEDGED: Employee Signature	Printed Name	Date
_____	_____	_____
CR Representative Full Name	CR Representative Signature:	Date: