

## Position Announcement: Personal Assistant / Direct Support Professional

### **About Our Company:**

Trendline Consulting is a reputable and growing local company that serves people who have special needs in Perry, Cape Girardeau, and Ste. Genevieve Counties. Our programs include...

- Child and Young Adult Social Skills Groups
- Personal Assistance Services
- Community Integration Services
- Employment Services
- Academic Tutoring
- Life Skills University

Our clients include children, teens, and adults who have developmental disabilities like Autism, Down Syndrome, cognitive issues, and learning problems. Our 54 employees are AMAZING. They are the strength of our company as we provide ethical and effective interventions to the people we serve.

### **About the Job:**

The PA (Personal Assistant) or DSP (Direct Support Professional) position is an entry-level direct services position. It is typically the first position that new employees take within our agency and often leads to positions of greater responsibility such as...

1. Assistant within a group project such as a social skills group or Life Skills University
2. Job Coach within our Employment Services Division
3. Lead for a social skills group or for Life Skills University
4. House Manager

### **Duties and Responsibilities of a PA / DSP:**

A Personal Assistant or Direct Support Professional...

- Provides supervision to consumers to ensure that they are safe.
- Teaches new self-care or hygiene skills.
- Teaches better communication, conversation, and social skills.
- Teaches new leisure skills or hobbies.
- Helps consumers get places in the community and find new things to do.
- Helps clients navigate social relationships.
- Teaches independence skills like meal-planning, budgeting, shopping, cleaning, cooking.
- Works well with members of our employment, social skills group, tutoring, and Life Skills University teams to support each consumer's progress and growth as much as is possible.
- Completes and saves session notes or progress notes by the end of each shift.

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**Reports To:**

A Personal Assistant or Direct Support Professional often reports to a House Manager or to the Director of PA and ISL Services.

**In Addition:**

The PA / DSP positions within Trendline Consulting are vital to the success of consumers. It is often the team members in these roles who determine (through their mindsets and their actions) how close individuals come to meeting their own unique potential. Ethical and professional PA's and DSP's are highly valued within Trendline Consulting.

Each consumer's goals are agreed upon by a team and are outlined in the consumer's ISP (Individual Support Plan). A Trendline Consulting lead (Director of PA & ISL Services or House Manager) then works with the team of PA / DSP staff to develop activities and lessons to teach the skills needed for the consumer to reach his/her goals.

Some consumers receive PA / DSP services for 24 hours per day from team members working in 6-12 hour shifts throughout the week. Other consumers may receive as few as 2-6 hours per week of services and may have only one PA or DSP working with them.

In all cases, PA / DSP staff write case notes or session notes before ending each shift, and these notes are used to track progress and to determine what to stress during regular staffings and trainings.

**Requirements of a PA / DSP:**

An ideal candidate is someone who...

- Is ethical, professional, and highly responsible (required)
- Has a driver's license (required)
- Has a clean criminal background (required)
- Has a working cell phone and a working and safe vehicle (required)
- Has basic computer and internet skills
- Wants to spend their time making a difference in the lives of others
- Is a good communicator with consumers and co-workers
- Is active and likes going places or sharing interests and hobbies with others
- Is dependable and punctual

**Benefits and Perks:**

- Competitive pay
- AMAZING consumers and SUPER-HELPFUL co-workers
- Frequent raises for high-performing employees
- Opportunities for advancement
- Employer-matched contributions into your own investment account
- Very rewarding work

**Application Process:**

1. Apply for a position with an application from our office or our website.  
1404 Corporation Lane, Suite 40, Perryville MO  
[www.TrendlineConsulting.org](http://www.TrendlineConsulting.org)
2. Impress us during your Initial Phone Interview.
3. Have a great In-Person Interview.

**Training Process:**

All training activity is paid. Our typical training process includes:

- 10-12 hrs of “New Employee Training”
- 10-20 hrs of “On-the-Job Shadowing”
- First Aid / CPR
- Medication Administration (if relevant)
- Safety Care Behavioral Crisis Management (if relevant)
- On-Going “Consumer-Specific Staffings”
- 6-Month “Employee Reviews” that result in either raises or specific ways to improve

PLEASE CALL, TEXT, OR e-MAIL US WITH ANY QUESTIONS THAT YOU HAVE ABOUT THIS OR OTHER POSITIONS. WE CAN BE REACHED AT 573-999-3568 OR [TrendlineMo@gmail.com](mailto:TrendlineMo@gmail.com)