

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 5545030

Direct Support Assistant, Grade 9

Brief Description of Class

Direct Support Assistants provide person-centered services and supports to individuals with intellectual and/or developmental disabilities in residential and/or program settings. Incumbents assist individuals to learn and develop daily living skills and habits, and take care of their personal needs; advocate for, encourage, guide, and teach individuals to express personal choice; and ensure community integration, health and safety, and a comfortable home environment for individuals.

Positions are classified in the Office for People With Developmental Disabilities.

Distinguishing Characteristics

Direct Support Assistant: full performance level; under the supervision of clinical or higher-level staff, provides direct care to individuals with intellectual and/or developmental disabilities in residential and/or program settings; and assists and inspires individuals to attend to their personal daily living needs and develop the vocational, nutrition, social, and personal skills necessary to achieve the highest possible level of independence in the least-restrictive environment.

Related Classes

Developmental Assistants supervise residential programs and work with staff to motivate and attend to the personal daily living needs of individuals with intellectual and/or developmental disabilities.

Developmental Disabilities Secure Care Treatment Aides treat and care for individuals with intellectual and/or developmental disabilities in secure care units who are highly assaultive, suicidal, and/or dangerous to themselves or others; and provide a safe, secure, and stable environment where individuals can receive the intensive care needed for stabilization and treatment.

Illustrative Duties

Direct Support Assistant

The tasks and activities performed by a Direct Support Assistant depend on the abilities and needs of the individuals being served and the setting to which a position is assigned. Therefore, a Direct Support Assistant may provide direct care services and supports including but not limited to those described below.

Assists in the development, implementation, and evaluation of service and support plans based on individuals' preferences, needs, and interests.

- Observes and documents individuals' behavior and responses to programs, support services, and treatments.
- Participates in treatment team meetings; communicates and discusses observations; and may suggest alternative programs and services based on individuals' personal preferences.

Helps individuals lead richer lives; participate in the community and recreation programs that strengthen life skills; and develop and maintain positive relationships with peers, family members, and others in the community.

- Assists in teaching and reinforcing social skills and acceptable means of dissipating frustration or anger and resolving conflicts, and acts as a role model for positive behavior.
- Encourages individuals to participate in social, recreational, and leisure activities; and organizes, participates in, and/or supervises such activities.
- Transports and/or arranges for the transportation of individuals to social events and accompanies individuals to community activities.
- Supports individuals' career, education, and/or employment goals; and may assist in developing educational and vocational skills according to service plans.
- Helps individuals keep track of their finances and assists with banking and financial transactions.

Supports individuals' health and wellness, and safety in everyday situations.

- Assists and/or instructs individuals in performing personal care and hygiene tasks, such as bathing, toileting, grooming, dressing, dental care, nutrition, and daily living activities.
- Teaches individuals basic food preparation, safety, and sanitation skills; supervises and assists in meal planning, food selection, and preparation activities; and feeds or assists in feedings individuals who require assistance.

- May administer medications and basic treatments as prescribed; observe and monitor individuals in the self-administration of medication; and take and record individuals' temperatures, blood pressures, pulse rates, and weight.
- Monitors and reports significant changes in health status or concerns.
- Accompanies individuals to medical, dental, and health-related appointments.
- Responds to and assists in crisis and emergency situations following established guidelines, procedures, and first aid techniques.

Maintains and ensures a safe, clean, and comfortable environment for individuals.

- Performs, assists, and/or instructs individuals in routine housekeeping, cleaning, and minor maintenance tasks.
- Monitors and maintains household supplies and inventories.
- Teaches and reinforces fire and safety procedures to individuals; and maintains basic fire and safety equipment.

Minimum Qualifications

Direct Support Assistant

Open Competitive: a high school or equivalent diploma. *

*Candidates must also meet conditions for employment, such as physical and medical requirements; background investigation and screening; and possess and maintain a valid license to operate a motor vehicle in New York State.

Parenthetic Attachment

Direct Support Assistant (In Residence Model): provides continuous, in-home direct care and person-centered services and supports to individuals with intellectual and/or developmental disabilities in a supervised apartment setting.

Minimum Qualifications

Direct Support Assistant (In Residence Model)

Open Competitive: a high school or equivalent diploma. *

*Candidates must also meet conditions for employment, such as physical and medical requirements; background investigation and screening; and possess and maintain a valid license to operate a motor vehicle in New York State.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 8/2022

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