



# Corum Human Services

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*Lending a beacon of light and hope to all individuals with disabilities and special needs.*

433 Lilys Way • Winchester, Virginia 22602

## Training Module

### Direct Support Professional at Corum Human Services

Corum Human Services expectations of DSP's:

- DSPs are expected to complete all required (DBHDS & CHS) trainings, annually, to remain in compliance with licensure regulations, DBHDS and Medicaid mandates.
- DSPs are expected to adhere to all CHS policies and procedures.
- DSPs are expected to complete documentation in a timely and accurate manner each shift. Documentation includes, but is not limited to, progress notes, incident reporting, communication log, signing off on the MAR (Medication Administration Record), etc.
- DSPs are expected to report **any** incidents that occur during the shift (injury, threat, incident, unsafe behavior, medication refusal, etc.)
- DSPs are expected to complete a variety of components associated with the position and are paid to assist the individuals that have been entrusted to CHS's care and supervision. DSPs are not merely helpers—they are being paid to provide a service.
- DSPs are expected to complete all duties in the homes and with the individuals in the home. This may include direct request from management or individuals.
- DSPs are expected to take initiative and complete any task or assist with any individual as need arises. Management does not expect to have to provide directives for every little thing that needs to be completed during shifts.
- DSPs are expected to work their shifts, arrive to work on time, and to give their very best throughout each shift that is worked. The work that DSPs perform is extremely rewarding and engaging.
- DSPs are expected to be kind, caring, patient, and compassionate individuals. DSPs provide services for individuals that can be very vulnerable.
- DSPs are expected to always interact with the individuals in CHS care with dignity and respect.
- DSPs are expected to treat management and coworkers with respect, refrain from gossiping, and engaging in negative behavior in the workplace.
- DSPs are expected to use discretion when taking breaks (e.g., smoke breaks in the designated smoking areas, phone calls, responding to text, etc.). The individual's safety is first and foremost and must be considered when taking time to attend to personal task.



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- DSPs are expected to complete a **six-month** probationary period. The probationary period provides an opportunity to ensure that CHS is a good fit for you, and you are a good fit for CHS.

If employment is terminated (voluntarily or involuntarily) before the completion of the six-month period, CHS will not compensate for any credentialed trainings (*Relias, Medication Administration, CPR & First Aid, TOVA, any required DSP trainings for licensure requirement, etc.*) and the \$60 background fee along with the cost of any credentialed and/or required trainings will be deducted from your final paycheck.

By signing below, you are stating that you have read the DSP expectations in full, understand CHS's expectations of the Direct Support Professional position, and the six-month probationary period.

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Employee Signature/Initials

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Date

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CHS Representative Signature

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Date