Direct Support Professional Orientation

Being a Direct Support Professional is a demanding yet rewarding job. This orientation is designed to inform you of the job requirements and expectations for Direct Support Professional training. Being a Direct Support Professional is a first step in a health career. In order to be accepted into the Finger Lakes Community College DSP training program, the following criteria must be met before class start date:

1) Tuition - *$2000.00. All course materials provided.
2) All open enrollment applicants are interviewed for acceptance or decline into the program.
3) ID – Valid NYS driver’s license

- Missed time: THERE IS A CHARGE FOR ANY MAKE UP TIME REQUIRED DUE TO MISSED CLASS TIME FOR ANY REASON.

Enclosed in this packet you will find:
Orientation/Interview Dates - Class Schedule - Funding Options

ITEMS THAT WILL BE REQUIRED FOR EMPLOYMENT: Clear background check

Related training/job skills and topics:
- Time Management – Attendance
- Stress management
- Barriers to training → Child Care → Transportation

DSP Job Responsibilities:

- Commitment to working with the disabled
- Skilled in customer service (interacting with residents, staff, families)
- Ability to adhere to all safety and compliance policies and procedures
- Ability to maintain confidentiality
- Good organizational skills
- Reliability and flexibility
- Team-Oriented
- Ability to fulfill health requirements (yearly health update)
- Demonstrate ability using DSP skills
- Interpersonal skills

National Alliance for Direct Support Professionals: Code of Ethics

Person-Center Supports: As a DSP, my first allegiance is to the person I support, all other activities and functions I perform flow from this allegiance.

Promoting Physical and Emotional Well-Being: As a DSP, I am responsible for supporting the emotional, physical, and personal well-being of the individuals receiving support. I will encourage growth and recognize the autonomy of the individuals receiving support while being attentive and energetic in reducing their risk of harm.

Integrity and Responsibility: As a DSP, I will support the mission and vitality of my profession to assist people in leading self-directed lives and to foster a spirit of partnership with the people I support, other professionals, and the community.

Confidentiality: As a DSP, I will safeguard and respect the confidentiality and privacy of the people I support.

Justice, Fairness, and Equity: As a DSP, I will promote and practice justice, fairness, and equity for the people I support and the community as a whole. I will affirm the human rights, civil rights, and responsibilities of the people I support.

Respect: As a DSP, I will respect the human dignity and uniqueness of the people I support. I will recognize each person I support as valuable and help others understand their value.

Relationships: As a DSP, I will assist the people I support to develop and maintain relationships.

Self-Determination: As DSP, I will assist the people I support to direct the course of their lives.

Advocacy: As a DSP, I will advocate with the people I support for justice, inclusion, and full community participation.
BACKGROUND CHECK INFORMATION

Disqualifying Offenses

Upon receipt of the CHRC (Criminal History Record Check) report or Rap Sheet, the agency or employer must review it to determine the applicant's suitability for employment. If the CHRC reveals a conviction for any of the following offenses, then the operator is prohibited from hiring or utilizing the individual in a direct care of patient supervision capacity.

1. Any Class A felony defined in the Penal Law, (no time limitation)
2. Any Class B or C felony defined in the Penal Law occurring within 10 years preceding the date of the CHRC report.
3. Any Class D or E felony listed in Articles 120 (“Assault”), 130 (“Sexual Offense”), 155 (“Larceny”), 160 (“Robbery”), 178 (“Diversion of Prescription Medications”), or 220 (“Bribery”) of the Penal Law occurring within the 10 years preceding the date of the CHRC report;
4. Any crime defined in Sections 260.32 or 260.34 of the Penal Law (i.e., endangering the welfare of a vulnerable elderly person) occurring within the 10 years preceding the dates of the CHRC report and
5. Any comparable offense in any other jurisdiction.

Where the CHRC report reveals a conviction for a criminal offense other than the aforementioned “disqualifying offenses” or a traffic infraction, the nursing home/home care agency operator must determine the applicant’s suitability for employment in accordance with Article 23-A of the Corrections Law.

In general, what must be considered under Article 23-A of the State Corrections Law is whether or not there is a direct relationship between the criminal activity and the position being sought. Other factors, such as the amount of time that has elapsed since the commission of the offense, must also be considered. As stated previously, if an operator chooses not to hire a prospective employee based on the information contained within the CHRC report, the operator must provide the individual with the basis of that decision in writing.

If the CHRC report reveals the applicant is charged with a crime identified above as a “disqualifying offense” but not yet convicted or acquitted of that crime, the nursing home/home care agency operator should ask the applicant to disclose the ultimate outcome of that charge.

It is the responsibility of the applicant to address any perceived discrepancies in a CHRC report with the court of jurisdiction within which the disputed information was generated (i.e., where the documented “conviction” occurred).

In making a determination with regard to an applicant, an operator must give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the individual. In cases where such certificates are produced, the operator, must determine the applicant’s suitability for employment in accordance with Article 23-A of the Correction Law.

If you have additional questions, please call NY State Department of Health, at Legal Department - Criminal History and Record Check at: 518-408-1627 for further clarification.
TUITION & FEES: $2,000 ** Tuition cost subject to change without notice

ORIENTATION & INTERVIEW SCHEDULE: (Subject to Change)

1st Tuesday of every month at 9:00 a.m. (call to reserve a space)
FLCC Canandaigua Campus
Professional Development and Continuing Education, Room B128
3325 Marvin Sands Drive
Canandaigua, NY  14424

CLASS SCHEDULE:
Contact Professional Development and Continuing Education for start dates and locations
585.785.1660

Funding Options

Ontario County
Canandaigua, Finger Lakes Work Force:  585-396-4020
Geneva, FLWF: 315-789-1771

Wayne County
Lyons, FLWF:  315-946-7270

Seneca County
FLWF: 315-539-1905

Yates County
FLWF: 315-536-5140

Monroe County
Rochester Works: 585-349-9100

Tuition Re-imbursement – Employer

Other
- VESID:  315-789-0191
- Collegiate Funding Services: 1-866-912-7231
- Bank of America, TERI Continuing Education Loan: 1-866-270-3182
- Edfinancial Private Loan for Continuing Education:  1-866-842-8045
- College Loan Corporation for Con’t Ed: 1-888-288-9227
- Citizens Bank for Con’t d: 1-800-708-6684
- M&T Bank Con’t Ed Loans:  1-800-255-TERI