



## **Direct Support Professional II #03324**

### **City of Virginia Beach – Job Description**

Date of Last Revision: November 14, 2025

**FLSA Status:** Non-Exempt

**Pay Plan:** General

**Grade:** 18

### **City of Virginia Beach Organizational Mission and Values**

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Assist Developmental Services (DS) clinical staff in the treatment and case management functions and other programs related to client service delivery.

### **Representative Work Functions and Responsibilities**

- Assist DS clinical staff in gathering data for the formulation of client case management plans; and in compliance with state certification standards, carry out coordination of case management plans to assure effective client care.
- Document and/or report all necessary supportive activities related to client services to comply with agency quality assurance and state certification standards.

- Perform routine activities to assist clients in program operations to assure effective client care
- Act in advisory capacity to identify needs and resources for the purpose of enhancing service providers to assist in the efforts to improve client care and the community's ability to respond.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

## **Performance Standards**

- Provide job specific/competent assistance to DS staff.
- Effectively carry out case management plans in response to clinical plan and client needs.
- Provide accurate data reporting for quality assurance/treatment monitoring needs.
- Perform routine program activities in acceptable fashion.
- Actively provide input into ongoing needs and resource identification process.

## **Minimum Qualifications**

- Requires a High School Diploma or GED and two (2) years of experience working with Intellectually Disabled and/or Developmentally Disabled (ID/DD) clients OR any combination of education and/or related experience.
- Must have a current and valid driver's license.

## **Preferred Qualifications**

- CPR/First Aid/AED certification.
- Therapeutic Options.
- 32-hour Medication Administration.

## **Special Requirements**

- Must be available to work evenings, weekends, holidays, and overtime when required to meet operational needs.
- Alpha I Status: Positions within this class have been designated as Alpha I positions requiring employees to work during inclement weather, regardless of the City's operational status.

## **Working Conditions**

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

### **DISCLAIMER:**

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*