Position: Community Living Specialist

Type: Direct Service        Program: Supported Living

Basic Function: Responsible for providing individualized training and support to persons served, which allows them to live as independently as possible

Essential Job Duties:
Provide training and support to each person served according to their person centered plan and individualized needs
Provide written documentation of services provided according to funding source regulations
Assist persons served to accomplish tasks at home and in the community using modifications or adaptations when necessary
Provide assistance to persons served in solving problems
Assist persons served to develop natural supports in the community

Other Duties as Needed:
Provide transportation
Dispense medications
Participate with persons served in the person-centered planning process
Provide assistance with personal care
Assist with socialization opportunities
Assist persons served with the use of community resources
Assist with scheduling and maintaining appointments

Required Skills:
Ability to train and support persons with disabilities in a variety of settings
Physical ability to assist persons served (see note below)
Ability to follow instructions
Ability to communicate verbally and in writing
Ability to positively relate to persons served and their families
Ability to work a flexible schedule, including evenings, weekends, and extended hours

Qualifications and Required Training:
High School Diploma or GED
One year experience working with people with disabilities
Possess a valid driver's license and meet agency driving record requirements
Medication Manager Certification
SUPPORTED LIVING Specialist Certification provided by agency (obtain within one year of employment)

NOTE: This position requires physical abilities that include one or more of the following (this is not a comprehensive list): pushing or pulling persons in wheelchairs, transferring persons weighing at least 100 pounds to and from wheelchairs with another staff person, lifting 25 pounds, frequent bending, stooping, kneeling motions, physical interventions.

Supervises: No supervisory responsibilities

Supervised by: Service Coordinator or Site Supervisor

I have read and received a copy of this position description. I understand that this position description is not a contract.

__________________________________________
Signature of Employee                             Date