

The Arc of Amador and Calaveras

JOB DESCRIPTION

Job Title: Community Specialist

Supervised By: Director of Services

Purpose:

To provide training and support to adults with developmental disabilities in order to facilitate living skills, well-being, satisfaction, and community involvement for consumers. May provide training to adults with developmental disabilities in basic work habits, attitudes, and skills in both work and training settings, and provide additional services needed to reduce barriers to employment. Also, may supervise recreation activities as directed by the Director of Services or designee.

Requirements:

Education:

High School diploma or equivalent and experience either working with or providing training/education to persons with developmental disabilities.

Experience/Requirements:

- Must have stamina to perform work safely over an 8-hour period;
 - Must be able to lift and carry up to 50 pounds as needed;
 - Must be capable of bending and twisting using proper safety techniques;
 - Must be capable of pushing occupied wheelchairs on uneven ground as needed;
 - Must be capable of walking ¼ mile or more and standing for up to 7 hours;
 - Training those served may require pushing, pulling, stooping, squatting, crawling, kneeling, and reaching. Must be capable of performing these movements;
 - Must be able to tolerate a variety of working conditions (i.e. heat and cold when outdoors).
 - Demonstrated ability to communicate orally and in writing;
 - Must be able to function in a positive manner in a team –oriented environment;
 - Demonstrated sensitivity towards persons with disabilities;
 - Must be able to pass regulatory agency health, safety, and security clearance requirements;
 - Must possess a California driver’s license, and a clean driving record.
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- Required CPR and 1st Aid Certification, valid within 60 days of hire.
 - May be required to work up to 3 weekends a month.

Principle Duties and Responsibilities:

- Training: implements training curricula consistent with individual needs and agency goals and objectives. Implements training activities at community based sites and natural environments;
- Personal Care: may be required to assist clients with personal hygiene goals, including shower, toileting care, oral care, hair and skin care;
- Medical & Seizure Plan Procedures: must be able to follow medical plan and seizure procedures as required;
- Job Coaching: implements training plan for consumers at work site including skills training, and the development of good work habits. Ensures adherence to job contract requirements;
- Supervision: identifies and responds appropriately to immediate needs of the consumers. Monitors health and safety, uses positive reinforcement to direct and support consumers;
- Assessment and Plan Development: assists in the assessment of individual training needs, strengths and progress and participates in the development of individual service plans;
- Documentation: completes case notes and collects data and maintains records in an objective, accurate and timely manner;
- Advocacy: trains consumers in self-advocacy skills, advocates for appropriate services for assigned consumers, and brings any concerns regarding the health, safety, and general welfare of consumers to the attention of the Director of Services;
- Facilitation Choice: ensure that consumers have ample opportunity to suggest activities and to make choices;
- Compliance with Agency Policies and Procedures: understands and complies with agencies policies and procedures;
- Professional Development: takes advantage of available opportunities to expand job knowledge and improve job performance;
- Safety: knows and adheres to safety responsibilities as outlined in the Safety Manual and Emergency Response Plan;
- Meeting Attendance: attends planning meetings, staff meetings, training sessions, and other meetings as required;
- Other Duties: performs other duties as required by the Director of Services.

Signature: _____

Date: _____