

## JOB DESCRIPTION

### **Position: Specialist**

**Service:** Services assist individuals with disabilities to develop strong independent living and employment skills through independence, continuing education, community integration, employment discovery, experience, and planning.

**Purpose of position:** The primary focus of the Specialist is:

1. Provide support for people with disabilities to have success establishing specific independence and employment goals.
2. Assess strengths, capabilities, and skills and provide individualized instruction.
3. Develop individual volunteer and paid opportunities based on customer preference with local area businesses.
4. Provide technical and functional accommodation consultation to employers and customers.
5. Provide community training and ongoing support.
6. Excellent customer service.
7. Documentation of support provided.

**Qualifications / Education:** The successful Specialist is reliable, energetic, professional, flexible, and capable of working both independently and as part of a team, and is a positive role model for all people at Community Life Services. Qualifications include:

- Satisfactory oral and written communication, math, and computer skills.
- Good organizational skills
- College Degree and three years experience working with people with disabilities preferred.
- Job Development experience or training preferred.
- The ability to maintain First Aid and CPR certification.
- This position may require a California driver's license, a good driving record, and a registered and insured vehicle.
- Clearance through the Department of Justice, or a criminal background check.

### **Requirements:**

- Personal Assistance: Ability to assist the individual with activities of daily living as well as related job tasks.
- Lifting / Physical Demands: Ability to lift 50 or more pounds frequently.
- Challenging Behaviors: Ability and willingness to support individuals with challenging behaviors.
- Ability to; read and interpret documents, write specific reports and correspondence, apply mathematical concepts to practical situations, solve complex problems, and to interpret written and verbal instructions is required.

**Reports To:** Support Coordinator

**Status:** Hourly position. This position is eligible for all applicable benefits if regularly scheduled for 30 hours or more each week.

**Work Schedule:** Hours dependent on customer’s need. Flexible hours as required by the customer, staff and program.

**Duties / Responsibilities:**

- \*Manages the assessment and discovery process for identified customers as needed.
- \*Provides direct opportunity development and coaching support as needed.
- \*Supports the development and ongoing revisions to the Individual Service Plan for identified customers.
- \*Tracks customer’s progress towards goals and objectives in plan.
- \*Meets and reports on billable time targets bi-monthly.
- \*Develops and maintains positive relationships with customers and staff.
- \*Develops and maintains relationships with local business community.
- \*Supports interested local businesses in creating “carve out” opportunities for vocational training and jobs.
- \*Communicates and coordinates services with SARC representative, Supervisor, Director, and DOR when appropriate.
- \*Monitor customer’s level of skill attainment including determining when support can be faded.
- \*Serves as a liaison between employee and employer and facilitates appropriate worker to supervisor relationship.
- \*Document and recommend to Director any action necessary to overcome community and/or employment barriers.
- \*Maintains current First Aid and CPR certification.
- \*Responds to crisis in accordance to Community Life Services’ policies and training
- Develops and maintains written documentation, as requested.
- Complies with Community Services’ goals, policies, and procedures.
- Makes all decisions based on agency Vision and Belief Statement.
- Meets all Performance Standards based on agency Mission and Beliefs.
- Completes all other duties as assigned by supervisor.

\*The above duties / responsibilities are considered to be "essential" to the position under the terms of the Americans with Disability Act; these designations may change at any time according to the needs of the program.

The foregoing statements describe the general purposes and responsibilities assigned to this position and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

My signature below indicates that I have reviewed this job description, and have received a copy of it. I understand the duties as outlined and agree to carry out these responsibilities upon acceptance of this position.

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Employee Signature

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Date