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JOB DESCRIPTION

Community Specialist

GENERAL STATEMENT OF DUTIES: Conduct activities or provide supports according to the needs of MCC's consumers to maintain participation in the community and does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An In-Home Specialist conducts a variety of group activities and/or provides support to participants living at home or on their own in the community. Work involves developing independent and self-help living skills and supervising daily living arrangements of consumers. The employee is responsible for providing direct care services to participants in order to maintain community living. The work is performed under the supervision of the Lead Employment Specialist, but the employee is required to use independent judgment within established policy, regulations, and guidelines.

EXAMPLES OF WORK:

- Assists consumers in developing their basic living skills by providing services that may include in-home attendant care, assisting with cooking, assisting with banking, budgeting, case management, community integration, crisis intervention and follow up, housekeeping, assistance with cooking, maintaining benefits, medical appointments, menu planning, recreation, respite care, shopping, and transportation;
- Provide pictures of weekly client activities or field trips to Administrative Assistant/social media staff to forward to Human Resources
- Maintains up-to-date and complete consumer records;
- Schedules and supervises medical, recreational, and educational activities such as field trips, theatrical and concert events, museum tours and sporting events;
- Make purchases of community activities with consumer's allotted budget;
- Provides counseling and guidance to participants concerning problems encountered;
- Recognizes and handles personal emergencies and crises with referral to appropriate backup or other community resources if necessary;
- Participates in conferences regarding individual progress;
- Monitors and reports the facility's maintenance needs and safety concerns;
- Records data daily and completes monthly summaries as well as other forms as needed.
- Provides information to consumers and families, as necessary, so that they may better understand program activities and goals;
- Ensures the safety and security of consumers in his/her care;
- Enters data into consumer files;
- Writes reports on observed consumer behavior;
- Keep current attendance of assigned consumers; and
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of mental and physical disabilities; Ability to communicate effectively, establish rapport, and maintain effective working relationships with individuals, therapists, and community agencies; Ability to observe and interpret individual behavior and to enter data on individual's records; Ability to assign employment, pre-employment, and daily living skills training tasks to individuals and provide supervision in their completion; Ability to plan and organize; Ability to communicate effectively, both orally and in writing. Possession of valid motor vehicle operator's license and clean driving record.

ACCEPTABLE EXPERIENCE AND TRAINING: Some experience working with individuals with disabilities at a community mental health center, hospital, or workshop setting with completion of high school courses in arithmetic and English; Or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

SUPERVISOR: Manager

Signature: _____

Date: _____