

# JOB DESCRIPTION

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<b>TITLE:</b>	Supported Living Specialist (Part-Time)
<b>DEPARTMENT:</b>	Community Services
<b>SALARY RANGE:</b>	\$8.00 per hour
<b>STATUS:</b>	Non - Exempt
<b>SUPERVISOR:</b>	Community Services Coordinator
<b>SUPERVISES:</b>	Individuals with Disabilities

**QUALIFICATIONS:** High School diploma and 1 year experience working with people with disabilities preferred. Demonstrate competency by becoming certified as a Supported Employment Specialist. Staff shall pass a Bureau of Criminal Identification (BCI) background check through the DHS, Office of Licensing.

Computer literate including knowledge of Microsoft Word, Excel, Windows. Must possess a current driver's license and provide evidence of automobile insurance coverage.

Staff must participate in 35 hours of training within the first year of employment, and 12 hours of training for subsequent years of employment. Flexible schedule to meet client needs during evenings, and/or weekend hours. 17-20 hours per week.

**RESPONSIBILITIES:** Supported Living with Natural Supports (SLN) provides one-on-one hourly support, supervision, training and assistance to children and adults who live with their parents or other relatives. SLN is available to those who live in the home of their parents or other relatives and who need intermittent support to access community, avoid isolation and to complete instrumental activities of daily living. SLN may include personal care services, homemaker, chore attendant care, advocacy, communication, assistance with activities of daily living and instrumental activities of daily living, transportation to access community activities and shopping, keeping track of money and bills and using the telephone; and indirect services such as socialization, self-help and adaptive/compensatory skills development necessary to reside successfully in the community. Employee shall provide routine transportation to shopping and other community activities.

## **SPECIFIC RESPONSIBILITIES:**

1. Maintains productive relations with all assigned clients
2. Completes Daily Notes, and follows up on Incident Reports on a timely basis for all assigned clients
3. Accurately completes monthly reports and submits to supervisor.
4. Provides Rehabilitation Program Coordinator with all Human Right Restrictions, Adult Protective Services / Ombudsmen concerns and behavioral concerns per caseload.
5. Maintains the highest level of professional conduct and integrity in interactions with clients, peers, sponsors, family members, etc. Performance of duties in a professional manner through conduct and communication.

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6. Serves as a role model for clients and team members with other agency departments.
7. Assists with male/female needs as appropriate.
8. Attends and participate in staff training sessions and staff meetings as assigned.
9. Perform other duties as assigned.

**PHYSICAL JOB DEMANDS:**

1. Bend, twist, stand and lift 50 lbs.
2. Ability to assist in lifting and transferring of clients in and out of wheelchairs, bathroom stalls, etc.
3. Physically able to participate in behavior interventions as per certification in SOAR behavioral modification techniques.

Employee has read, acknowledges, and agrees with the job description and also has been provided a copy of the Personnel Policies and Job Description. This job description is subject to revision based upon the needs of the organization.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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Supervisor's Signature

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Date