



## Community Living Specialist and Recreation Specialist Position Description (Full Time)

### Agency Overview

Reach for Resources is a nonprofit agency based out of Minnetonka, Minnesota. We provide recreation, education, case management, advocacy, counseling, and health programs to individuals with disabilities living in the Minneapolis western metro area. Our recreation department contracts with 15 western suburban city park and recreation departments to provide adaptive recreation, inclusion and training services to their community members.

### Job Summary

*This position supports two different departments.*

#### Job Description: RECREATION

Assist the adaptive recreation department in implementing a variety of programs for adults and children with intellectual disabilities. Programs will focus on social skills, independent living, and healthy utilization of leisure time. Assist individuals in accessing local park and recreation programs and reaching their maximum potential for successful inclusion in the community. Locations are throughout the West and Northwest metro.

#### Job Description: COMMUNITY LIVING

The key goal of this position is to provide In-Home supports and Semi-Independent Living Services on behalf of Reach for Resources, Inc. It is expected that Community Living Specialists at Reach will work with each person, the person's family, and the person's team to develop, put into practice, and periodically evaluate a Community Living Plan for each person. It is also expected that Community Living Specialists at Reach will represent the agency in a courteous and professional manner in all phases of the position.

### Essential Duties and Responsibilities

#### RECREATION

- Assist in the implementation of social, recreation and athletic programs designed for kids and adults with disabilities
- Provide inclusion assistance for a child or adult with a disability in a city park and recreation program
- Teach park and recreation staff strategies for working with individuals with disabilities
- Communicate with parents and caregivers
- Maintain proper documentation

#### COMMUNITY LIVING

- To put into practice Reach Community Living services and philosophy, aid in self-awareness and in decision making for those assigned to work with. Also of critical importance is the development of a trusting, supportive relationship with the person and their family.
- To evaluate each person's skills and needs using the Reach skills assessment, Coordinated Service Support Plan Addendum, Self-Management Assessment, and Individual Abuse and Prevention Plan.
- Develop a program goal plan, with each person and their team input, which addresses mutually agreed upon need areas.
- Put into action the program plan with technical assistance, resource information, and listening and helping skills.
- Develop pleasant and respectful working relationships with parents, county social workers, contracted case managers, and other team members to encourage their participation in the person's program plan. Staff may also need to clarify with family or others what type of role or interaction may be most helpful in working with each person and/or family.
- Schedule regular appointments with the each person and adhere to the schedule.
- To establish a 24-hour-a-day plan for when person is in crisis.
- To consult with agency Directors of Counseling and Recreation, other providers and other community resources in helping the person establish a social/recreational network.
- To carry out all quarterly, semi-annual, and annual program planning and be responsible for typing all quarterly, semi-annual, and annual reports. Staff will also be expected to make sure that all team members receive copies of the reports in a timely fashion.

- Inspect and maintain files to make sure they are up-to-date and contain all required materials (i.e. skill assessment, CSSP Addendum, SMA, IAPP, annuals, quarterlies, face sheet, psychological test results, physicals, releases of information, contact sheets, etc.). All staff are expected to file their own documents.
- To submit contact sheets and time sheets to the office in a timely manner.
- To participate in resource and skill development with the Program Manager of Community Living and to ask for assistance in developing program planning if it is wanted or needed. Such assistance may also come from the Director of Counseling, Director of Recreation, or Executive Director.
- To participate in staff job evaluation with the department director and/or the Executive Director.
- To attend and participate in regular staff meetings.
- Adhere to company policies and procedures at all times
- Represent Reach in a positive, professional manner in speech and dress at all times and conduct all business with the utmost integrity.
- Perform other duties and responsibilities as assigned by management.

## Required Qualifications

- High School Diploma or GED
- Knowledge customarily acquired through post high school education; experience in the field may be substituted for education.
- Must have current driver's license in good standing and maintain own reliable transportation
- Ability to transport those served in employee's own vehicle
- Strong written and oral communication skills
- Instructing skills
- The ability to perform within a team framework
- Evening, and weekend availability
- Ability to lift up to 30 lbs.

## Additional Information

In addition to salary, Reach for Resources offers excellent employee benefits, such as health and dental insurance for full time employees. This position works out wonderfully for college students and graduate students. Reach for Resources, Inc. is an equal opportunity employer and men, people of color and GLBT individuals are encouraged to apply for this position. Other benefits include:

- Paid vacation time
- Paid sick time
- Paid holidays
- Health, dental, vision, and life insurance
- Retirement savings plan

Reach for Resources, Inc. is an Equal Opportunity Employer. Reach for Resources, Inc. does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, nondisqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

## To Apply

Please complete the online application on our website, [www.reachforresources.org/employment](http://www.reachforresources.org/employment) and send your résumé and cover letter to Emily Orr, Director of Adaptive Recreation & Inclusion:

Reach for Resources, Attn: Emily Orr

5900 Green Oak Dr Suite 303

Minnetonka, MN 55343

[eorr@reachforresources.org](mailto:eorr@reachforresources.org) Fax: 952-229-4468