



# Community Living Specialist

**Pay:** \$19/hr +mileage

## Summary of Job Description

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 the individual's person-centered plan. It is also expected that Community Living Specialists at Reach for Resources will represent the agency in a courteous and professional manner in all phases of the position.

## Essential Job Duties

### 1. Individuals Served

- To put into practice Reach's core values (passion for excellence, compassion, integrity, teamwork, respect and inclusion), 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.
- Understanding and adhering to the philosophy of the Community Living Department; meeting each individual where they are and promoting independence through doing tasks with the person and not for the person.
- To evaluate each person's skills and needs using 245D required paperwork including Progress Reviews, Outcome Statement Plan, Support Plan Addendum, Self-Management Assessment and Individual Abuse Prevention Plan.
- Develop an Outcome Statement Plan, with each person and their team input, which addresses mutually agreed upon need areas.
- Put into action the Outcome Statement 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 individualized

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 each person and adhere to the schedule.
- To establish a 24-hour-a-day plan for when a person is in crisis.
- To consult with direct manager, other providers and other community resources to help the person with their individualized outcomes and opportunities to establish engagement in their community.
- To carry out all quarterly, semi-annual, and annual program planning and be responsible for preparing and completing 245D required paperwork. Staff will also be expected to make sure that all team members receive copies of the reports in a timely fashion.

## **2. General**

- Maintain average weekly billable hours of 75% of total working hours (e.g. 30 out of 40 working hours per week must be billable for a full-time employee).
- Review and maintain files to make sure they are up-to-date and contain all required materials (i.e. Progress Review, Outcome Statement Plan, Support Plan Addendum, SMA, IAPP and signed policies and procedures.). All staff are expected to create and file their own documents.
- To submit weekly billing, mileage, expenses and timesheet to the manager in a timely manner.
- To participate in resource and skill development with the direct manager and to ask for assistance in developing program planning if it is wanted or needed. Such assistance may also come from other managers or directors at Reach for Resources
- To participate in staff job evaluation with the direct manager and/or department Director. To attend and participate in regular staff meetings.
- Always adhere to company policies and procedures.
- Represent Reach in a positive, professional manner in speech and dress and conduct all business with the utmost integrity.
- Perform other duties and responsibilities as assigned by management.

## **Minimum Qualifications**

- Knowledge customarily acquired through post high school education; experience in the field may be substituted for education.
- Communication skills, both oral and written
- Organizational skills
- Instructing skills
- Strong professional discernment skills
- The ability to perform within a team framework
- Must have a valid driver's license, reliable transportation and the ability to transport those served in employee's own vehicle
- Ability to work independently within a defined set of policies, procedures and guidelines
- Basic computer skills (Microsoft Word and Excel) and ability to learn and accurately work within various online programs (Procentive, Paylocity, etc).
- A genuine interest in helping others
- A willingness to share your warm personality and sense of humor in a professional manner

## **Working Conditions and Physical Demands**

- Environment: Office environment, remote work, or in-field meetings.
- Schedule: May include weekends, nights, and holidays as needed, depending on employee's schedule and individuals served. This is not a typical 9-5 position; there is significant flexibility in scheduling.
- Physical demands: Light lifting (under 20lbs), sitting and standing, walking, driving, verbal communication, seeing, and hearing.

## **Additional Information**

In addition to salary, Reach for Resources offers excellent employee benefits. This position works out well for college students and graduate students.

Other benefits may include:

- Generous PTO package (15 days a year for F/T employees with increases each year)
- 13 floating holidays (for F/T employees, pro-rated from start date in the employee's first year)
- Medical, dental, and vision insurance
- Life insurance
- Retirement savings plan with company matching
- Short-term Disability/Long-term Disability
- Flexible schedule
- Mileage reimbursement
- Personable and fun co-workers (if we do say so ourselves)
- Caring, supportive supervisors
- Plenty of chances to wear casual clothes
- A focus on wellness

## **Disclaimer**

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, non-disqualifying 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.

Reach for Resources, Inc. Is committed to ensuring that applicants and employees with disabilities receive support. Applicants or employees must be able to meet the minimum qualifications of the position; reasonable accommodation may be provided if requested by the employee.