

JOB DESCRIPTION

COMMUNITY SUPPORT SPECIALIST – DD

Nature of Work

*(This is a general job description of what's expected of all staff. Each person being supported will have their own individualized job description of what they expect from the staff who support them.)

A Community Support Specialist provides on-going support and assistance to individuals with disabilities for the purpose of increasing independent living, vocational skills, and facilitating activities that lead to full citizenship for the person.

Duties and Responsibilities

1. Provide respect and listen thoughtfully to the people they are supporting.
2. Assist the people they support in participating in community activities and events that lead the person toward full citizenship in the community- this requires individualized and targeted thinking, and it requires creativity and imagination.
3. Participate in people's support circle to assist them in designing an individualized person centered plan, "My Living Support Plan", and communicate regularly with the support team(s) regarding the people they're supporting, progress on goals, and coordination activities.
4. Support people to work toward the goals they've identified in their Living Support Plan.
5. Become good teachers and trainers of daily living skills and provide teaching as identified in the Living Support Plan.
6. Provide training and other support services to enable a person to be employed in the community, and work to facilitate normal positive working relationships between the person and job site personnel.
7. Assist with personal care and medical care, if needed.
8. Provide and assist with transportation including mobility training, coordination and scheduling of transportation services.
9. Maintain required written records as requested.
10. Act as a role model in all areas of daily living, especially age appropriate social behavior, personal care and interpersonal relationships, both in home and work environments including appropriate work-related dress, habits and attitudes.
11. Attend job- related meetings and trainings.
12. Be available to work non-routine hours, as needed.

13. Other duties as assigned.

- The Community Support Specialist is responsible to the DD Division Supervisor.

Qualifications

- Ability to work effectively and in a professional manner with the individuals being served, their parents and family members, other service providers, employers, other staff, etc.
- Experience in working with individuals with developmental disabilities.
- Must have an insured vehicle and valid Wisconsin driver's license.