



SERTOMA CENTER, INC.

COMMUNITY SPECIALIST II (PF)

JOB SUMMARY:

Assists CSI and other staff in direct care, behavior management and community integration. Works with persons supported on goals/objectives, soft skills, ADLs, etc.

RELATIONSHIPS:

REPORTS TO: Community Coordinator and Director of Day Services

SUPERVISES: None

WORKS WITH: Community Specialists

EXTERNAL RELATIONSHIPS: Families/Guardians/conservators, general public,

QUALIFICATIONS:

EDUCATION: High School Diploma or equivalent required.

WORK EXPERIENCE: Some experience with physical and/or intellectual disabilities preferred.

LICENSE OR REGISTRATION REQUIREMENTS:

Valid TN driver's license and a good driving record

PHYSICAL REQUIREMENTS:

Sight, hearing, mobility and strength needed to lift/assist persons supported (moderate to heavy lifting capabilities).

RESPONSIBILITIES:

1. Assist CSI with implementing Individual Support Plans and keeping persons supported on task.
2. Do not leave persons supported unattended; always maintain a safe environment.

3. Maintain daily paperwork, notes and attendance as well as any other tasks given to you by your supervisors.
4. Give helpful input for goals; assist with direct care and behavior management for persons supported daily.
5. Participate in community activities and/or community outings and in the development of community support systems/natural supports daily.
6. Assume responsibility of persons supported in absence of CSI, fulfill all assigned duties.
7. Attend staff meetings, ISP meetings, COS meetings, Outcome meeting, etc. when scheduled by supervisor.
8. Assist in working to develop natural supports for persons supported at community sites as available.
9. Maintain up to date status on all required trainings with minimal oversight from supervisor.
10. Ensure daily notes in TIMAS are complete prior to leaving your shift on each person supported you worked with that day.
11. Engage all persons supported in meaningful and appropriate activities daily.

GENERAL EXPECTATIONS OF PERFORMANCE:

In order for the Center to have continued success and for the individuals served by Sertoma Center to have a consistent increase in the quality of their lives, there are areas of performance that all staff will adhere to at all times:

1. You will recognize that your efforts are part of a team function of which all Sertoma Center staff are members. This will be accomplished through showing consistent respect to coworkers, recognition of diversity present in the workplace, and practicing proper workplace behavior.
2. You will contribute to the mission and principles of the Center by continually being dedicated to serving individuals with disabilities. This will be achieved by remaining alert to new concepts which could improve or enhance either your job individually, the persons supported, or the collective functions of the Center.
3. You will participate in a personal effort to utilize sound fiscal principles that stress cost containment for the agency. This will be accomplished by your efforts to control overtime expense, turnover of direct care staff, reduction in replacement costs of home inventories due to the theft/misuse/mismanagement, and a dedication to safety and quality control.
4. You will adhere to an acceptable level of professionalism to insure the maintenance of confidentiality and discretion necessary in the maintenance of persons supported and personnel records.
5. You will observe all facility routine regarding work schedules, presence during working hours, proper call off procedures, etc.
6. You will strive to perform all work assignments and activities in an acceptable manner so as to require minimal supervision.

7. You will perform any other duties as assigned by the CC, DRS or COO.
8. Your regular attendance is a job requirement; more than one unplanned absence in a two-week period is considered excessive.
9. You must establish and maintain good working relationships with co-workers and persons supported.

APPLY NOW