



## COMMUNITY LIVING SPECIALIST

**Job Title:** Community Living Specialist (Residential)

**Report to:** Program Lead

**Approved by:** Chief Operations Officers

**Date:** 2/7/2024

**FLSA:** Non-Exempt

**Salary:**

**SUMMARY:** The Community Living Specialist will provide direct (face-to-face) support to Individuals with Intellectual Disabilities (IDD) who receive waiver services in Community Living license facilities.

### ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Department(s):** Residential

**Supervise(s):** N/A

#### Responsibilities:

Adheres to all regulations, including both Not Forgotten Policies and Procedures and 6100 regulations.

Adheres and implements established goals and outcomes assigned to the individual per the supports team.

Assist the individual in performing routine personal care tasks, adaptive daily living skills, and assistance in physical transfers and/or ambulation.

Maintain a minimum of 24 annual regulatory hours of training by the end of the fiscal year to maintain staff qualifications.

Document and implement the review of the ISP. Recommend a revision to a service or outcome in the ISP.

Documents progress towards individual's goals and the activities in his/her care each day.

Empowering individuals to participate in activities, for the individuals in accordance with the individual plans.

Implement appropriate emergency procedures in the event of an emergency. Demonstrates and

Understands the responsibilities of reporting incidents per state and federal guidelines.

Inform the immediate supervisor in a timely manner matters relating to employment and/ or certain issues regarding care of the individual such as, schedule changes, availability, hospitalization, injuries, environmental issues effecting the health and welfare of the individual.



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Instructs and assists with tasks to maintain a healthy and safe environment for each individual. Continually practices universal safety precautions regarding infectious diseases.

Maintains a professional and cooperative working relationship with families and other person-centered team members.

Participate in Circle(s) of Support for personal future planning.

Participate in the development of the ISP, ISP annual update and ISP revision.

Perform household tasks such as routine cleaning and laundry, bed making, and monitor nutritional meal preparation as related to the care of the individual.

Promotes self-direction, choice, and control in financial management.

Report a change related to the individual's needs to the Program Lead and Program Specialist, as applicable, and plan team members.

Report content discrepancy to the SC, as applicable, and plan team members.

Responsible for Participating in the individual plan process, development, team reviews and implementation.

Reviewing signing and dating the monthly documentation of an individual's participation and progress toward outcomes.

Support individuals' communication and involvement with families and friends.

Support the integration of individuals in the community.

Supports the achievement of individual's personal outcomes and goals.

Performed Additional Duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to express oneself clearly and effectively in oral and written form.
- Ability to work various days and shifts/occasional late afternoons, evenings and weekends may be required.
- Ability to obtain and follow Chapter 6100 Regulations.
- Ability to use independent judgment and to manage and impart information to individuals, families, senior management, and stakeholders.
- Ability to work flexible hours covering call-offs and other emergency situations.
- Knowledge of available public and private resources and services for the IDD.
- Knowledge of federal and state laws pertaining to aging and related services.
- Knowledge of philosophy of IDD and current concepts on IDD.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.



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### **TRAINING AND EXPERIENCE:**

- Minimum High School Diploma.
- A minimum of Two (2) years of working with IDD experience preferred.
- Valid Driver's License

### **WORKING CONDITIONS:**

- May transport Individuals in your own vehicle.
- Work will take place in the community and in the individuals' home.

### **COMPETITIVE BENEFITS:**

- Insurance Options (Medical, Dental, Vision)
- Paid Time Off (PTO)
- Sick Pay, Bereavement Pay and Retirement Plan

### **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 50 pounds.

### **ACKNOWLEDGMENT**

I have reviewed this job description and agree to perform the duties listed. I understand that every effort has been made to make this job description as inclusive as possible and it in no way states or implies that these are the only duties I may be required to perform. The omission of duties does not exclude them from the position if the work is similar or is a logical assignment for the position.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.