

SIFFRIN INC.
Job Description

Title: Community Support Services Specialist

FLSA Status: Non-Exempt

Essential Functions:

To expedite needed housing, transportation, financial resources, emergency assistance and all other forms of assistance to the Community Support consumers.

To implement/provide the services identified in each individual's Individual Service Plan (ISP) so that each individual progresses toward his/her optimum level of development and independence.

To establish and maintain good communication with individuals served, staff, relatives, administration, volunteers and other professionals so that optimum services are available to individuals served.

To assist in the assessment of ongoing strengths and needs of the people who receive Community Support Services.

To assist in the development of generic community services and supports.

To assure proper documentation of services and supports.

To assure adherence to the Quality Assurance Standards in the administrative rule of the Ohio Revised Code section 5123:2-12-01.

To participate in the twenty-four hour on-call rotation.

To participate in at least 10 hours of on-going training or special inservices per year, including the maintenance of CPR and First Aid Training, and annual update on Bloodborne Pathogens, in compliance with OSHA standards.

To complete duties as assigned by the Manager of Community Support Services.

To follow the Code of Ethics in fulfillment of duties.

Qualifications:

High School Diploma, bachelor's degree preferred, must maintain a vehicle that passes the Ohio State Highway Patrol Inspection, auto insurance that covers at least \$300,000 of liability and must have knowledge of the field of mental retardation. Must have a valid Ohio driver's license and no more than 4 points and/or 2 convictions in the past two years on their license. Must meet agency policy with respect to criminal background and must pass a pre-employment drug screen.

Interaction: The Manager of Community Support Services supervises the Community Support Specialist. The Community Support Services Specialist provides services to the people funded by the Community Support Services Specialist Program.

Schedule: Flexible schedule of at least 40 hours per week as needed to meet the needs of the individuals served.

Community Support Services Specialist Name _____

CSSS Signature _____

Date _____

Manager of Community Support Services Signature _____