

Elmview

Position Title: Community Support Specialist – SL

Responsible To: Residential Administrator

Basic Function: Assist participants to identify and pursue life goals, promote independence and self-reliance. Provide instruction and support to participants to enhance competency, assist in community integration and developing personal support networks, monitor and promote the safety and well being of program participants

Essential Job Functions

1. Support participants to maintain good health including making healthy and nutritional eating choices, keeping health care appointments, following health care provider recommendations, and providing daily physical care.
2. Communicate effectively with participants, staff, and community members, advocating for the participant as needed or requested.
3. Assist participants to develop competencies in chosen activities and life skills which enhance their quality of life, and promote self-reliance and self-advocacy.
4. Identify and respond appropriately in emergency situations.
5. Support participants to maintain a healthy, safe, and personalized living environment.
6. Ensure that transportation suitable to participant need is provided
7. Support participants to make interpersonal connections and access community resources, including both recreational and service resources.
8. Complete required documentation correctly and within established deadlines.
9. Support participants to achieve increased independence in their decision making and daily lives.
10. Support participants to manage their finances in a responsible manner.

General

11. Attend and actively participate in staff meetings, agency meetings, and inservice trainings.

12. Maintain positive working relationships with participants, co-workers, supervisors, and the general public.
13. Comply with all applicable Elmview policies and procedures, including but not limited to Personnel policies, SL policies and procedures, Administrative policies, and DDD WACs.
14. Represent Elmview in a professional manner.
15. Other duties as assigned.

Qualifications:

- Self initiating and flexible
- Able to interact with diverse populations on a regular basis
- Ability to relate well with program participants
- One year experience working with individuals with disabilities

Requirements:

- High school diploma or equivalent (GED)
- At least 18 years of age
- Valid Washington Driver's License.
- Proof of insurability for driving
- First Aid/CPR card or training within 45 days of hire
- Ability to meet Immigration and Naturalization I -9 requirements
- Pass background check as mandated by the state of Washington

Wage:

Per Elmview Salary Schedule

I have read and acknowledge acceptance of the job described here

Employee	Date
Employer	Date