



Job Description

Community Participation Specialist

Position Summary: Responsible for facilitating individuals with disabilities to become more integrated in the community and to be successful in competitive employment.

Qualifications:

Education: Bachelor's degree preferred or Associate's degree in a related field acceptable.

Training/Skills:

- Dependability, high energy, creativity and self-motivated
- Sensitivity to the needs of people with disabilities
- Basic computer skills
- Valid driver's license with clean driving record
- Verbal communication skills

Physical Demands: While performing the duties of this position, the employee is required to sit. Occasionally the individual will be required to stand or walk. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Job Relationships:

Responsible to: Director of Employment & Community Services

Staff Supervised: N/A

Interrelationships: Work collaboratively with agency staff, clients and their families, other agencies, and the business community.

Responsibilities:

- Create a Community Integration Plan for each individual assigned
- Prepare and write case notes for each client
- Participate in required annual trainings
- Create and expand a portfolio of community activities to align with outcomes in client ISP
- Promote the Community Participation program to community and other entities
- Foster relationships with area businesses
- Assist client in performing work responsibilities and ability to foster independence and learning skills
- Perform other duties of the department as required and assigned to accomplish goals
- Comply with agency rules regarding confidentiality, housekeeping, safety, and legal standards

Job Type: Full-time

Pay: From \$40,000.00 per year

Schedule: 8 hour shift

Work Location: In person

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance