

POSITION DESCRIPTION

POSITION CLASSIFICATION: Level V, Client Services Specialist I

POSITION TITLE: In Home Support Specialist

General Statement of Responsibilities

Under the general supervision of the In Home Program Supervisor, the Support Specialist evaluates, plans, implements and monitors areas of instruction and training for people with intellectual disabilities to maximize independent functioning. The Support Specialist is responsible for individual program implementation, records documentation and parent/family contact. The incumbent reports directly to the Program Supervisor, demonstrates initiative and maintains confidentiality.

Major Duties and Responsibilities

1. Implement the Individual Service Plan as written.
2. Complete Data Sheets
3. Maintain client records and administrative records as required.
4. Provide transportation to individuals to be able to fulfill the directives in the Individual Service Plan.
5. Attend quarterly trainings and other staff meetings as scheduled.
6. Maintain certifications including First Aid and CPR and other certifications to meet state and agency guidelines.
7. Facilitate the principles of person-centered services.
8. Perform basic math skills and time keeping skills (this may need to be in skills area)
9. Link individuals to community resources/individuals and volunteer activities.
10. Establish and maintain effective working relationships with individuals, organizations, and other agency personnel.
11. Perform other duties as assigned in keeping with established policy and procedure.

Qualifications

Eligible for valid Virginia driver's license.
Ability to read and write

Knowledge of:

- educational and training needs of people with intellectual disabilities; instructional and teaching techniques
- training techniques
- behavior management
- the principle of normalization
- confidentiality requirements
- community resources and services

Skills in:

- effective communication (oral and written)
- interpersonal relations
- providing supervision to clients
- handling crisis situations
- implementing a written training program
- time management
- interviewing, observing and listening
- teaching
- record keeping

Ability to:

- establish and maintain good rapport with Individuals, families and co-workers
- work independently, be self-motivated, make emergency judgments and maintain client confidentiality
- adapt to frequent changes in job sites, job duties, and assigned individuals
- assess job site situations and respond appropriately
- implement program plans

POSITION LOCATION ON ORGANIZATION CHART

EXECUTIVE DIRECTOR

DIRECTOR OF CASE MANAGEMENT AND RESIDENTIAL SERVICES

IN HOME SUPPORT PROGRAM SUPERVISOR

IN HOME SUPPORT SPECIALIST

Effective Date: _____ Salary: _____

Signatures:

Incumbent Date

Program Supervisor Date

Director of Case Management and Residential Svc Date

Executive Director Date