

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 mental retardation to maximize independent functioning. The Support Specialist is responsible for individual program implementation, records documentation and parent/family contact. Supervision may be exercised over volunteer staff. The incumbent reports directly to the Program Supervisor, demonstrates initiative and maintains confidentiality.

Major Duties and Responsibilities

1. Provide training and support necessary to help people with mental retardation attain personal goals.
2. Evaluate training needs in writing.
3. Develop and implement Individual Program Plans with behavioral objectives for assigned clients.
4. Maintain client records, including Individual Program Plans and incident reports to meet standards.
5. Provide client assistance as needed.
6. Provide transportation for clients to needed services using Community Services Board vehicle or Training Specialist's personal vehicle.
7. Establish and maintain effective working relationships with individuals, organizations, and other agency personnel.
8. Perform other duties as assigned in keeping with established policy and procedure.

Qualifications

Eligible for valid Virginia driver's license.

Knowledge of:

- educational and training needs of people with mental retardation; instructional and teaching techniques
- training techniques
- behavior management
- the principle of normalization
- confidentiality requirements
- applied behavior analysis
- 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 Consumers, 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 consumers
- assess job site situations and respond appropriately
- implement program plans

POSITION LOCATION ON ORGANIZATION CHART

EXECUTIVE DIRECTOR

MENTAL RETARDATION DIRECTOR

IN HOME SUPPORT PROGRAM SUPERVISOR

IN HOME SUPPORT SPECIALIST

Effective Date: _____ Salary: _____

Signatures:

Incumbent Date

Program Supervisor Date

Mental Retardation Director Date

Executive Director Date