



Job Description

Enhancing the Power of People to Achieve Personal Growth

We believe in a community where everyone has the opportunity to imagine, create, and live their chosen journey.

Position Title: Community Inclusion Lead

Reports To: Community Inclusion Manager

Probationary Period: Six Months

Position Status: Full Time

FLSA Status: Non-exempt

Supervises: None

HIPAA Level of Accessibility: Level Two

Job Summary

The primary function of the Community Inclusion Lead is to work with the Community Inclusion Specialist team to assure the provision of high quality services in STEP Inc.'s Community Inclusion program.

Essential Duties and Responsibilities:

We are people-centered.

1. Provide services that facilitate a creative and healthy environment for people with developmental disabilities
2. Assist in the implementation of a schedule of activities appropriate to the goals of the program and individual, within a positive learning environment
3. Assure the health and safety needs are being met for the people receiving services and the Community Inclusion Specialists
4. Assure Community Inclusion Specialists are providing for the daily, personal, medical, and/or behavioral needs of the people receiving services

We are collaborative.

1. Mentor staff on providing services that are person centered and facilitate inclusion in community life including employment and volunteer activities
2. Participate in Care Plan team meetings when requested

We are open.

1. Work closely with the Community Inclusion Manager to assess the quality of services with ongoing expected growth in the Community Inclusion program
2. Provide training, coaching, observation, and problem solving with Community Inclusion Specialists to assure thorough knowledge, proficient skills, and professionalism in the provision of services
3. Demonstrate, coach and promote teamwork, cooperative communication, collaborative problem solving and responsible decision making with all team members

We are fun and playful.

1. Support team members and people we support to create time in their everyday lives, including work, to acknowledge and celebrate their successes
2. Communicate and celebrate with teams and people we support the big and small contributions they make to the lives of others

3. Infuse appropriate humor and encourage others to laugh, take the disappointments lightly, and find deep satisfaction in all we do
4. Recognize, demonstrate gratitude, and applaud each person's unique gifts and contributions
5. Encourage appropriate humor and play in all functions and activities

We are excellent.

1. Assure that all team members are documenting thoroughly and consistently, conducting quality checks under the direction of the manager
2. Promote positive interaction and participation in agency functions and activities
3. Accept other responsibilities as requested

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualifications listed below are representative of the minimum knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

1. Must be 18 years of age or older
2. Must have a High School diploma or GED, Bachelor's degree in Human Services or a related field is preferred
3. Experience working with individuals with disabilities is preferred
4. Supervisory experience is preferred

Knowledge/Skills/Abilities:

1. Must have strong communication skills to work with a diverse team
2. Must have basic computer skills and be able to use required software
3. Must have the ability to problem-solve and assist in decision-making including during emergencies when a supervisor is not onsite
4. Must be able to meet and maintain STEP minimum driving requirements and have reliable transportation
5. Must maintain current status regarding CPR, First Aid, medications administration, assigned core competencies (including College of Direct Support courses) and other required certification within established schedule and timelines
6. Demonstrated ability to work productively with individuals to develop relationships with individuals, families, and natural supports is required
7. Proven creative abilities, strong organizational and time management skills are required
8. Must possess excellent oral, written and interpersonal skills and good customer service skills

Physical Demands and Work Environment:

1. Ability to accommodate alteration of scheduled hours or days off or variety of work sites as necessary
2. Ability to physically lift, push, pull, bend, stoop and reach
3. Ability to function with minimal supervision and coaching within the responsibilities of the job description
4. Ability to provide supports for people who may engage in physical aggression directed towards themselves or others using positive behavioral supports
5. Ability to assist to the personal care needs of the people receiving services
6. Ability and capacity to assist individuals with physical disabilities, i.e. movement of wheelchair, transferring and lifting of individuals

HIPAA Level of Accessibility:

STEP, Inc. assures that health information is secure and protected in compliance with the Health Insurance Portability and Accountability Act (HIPAA). To assure this, employees are allowed access to protected

information only so much as is required to perform the essential duties of their position. Each job description will include the level of accessibility that is required:

- Level One – access only to the information for the assigned clients.
- Level Two – access to all information for the clients receiving services within the program.
- Level Three – access to all information for the clients, and potential clients, receiving services within the department.
- Level Four – access to all employee information
- Level Five – access to all information for the clients receiving services within the agency and access to all employee information.

Statement of Understanding:

I have read the above position requirements. I assert that I meet the minimum requirements; I am able to perform the essential job functions and satisfy the expectation of regular attendance at the work site. I further understand that signing the job description does not constitute a written or implied contract of employment.

Signature

Printed Name

Date