



## 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 Manager

**Reports To:** Program Administrator

**Probationary Period:** Six Months

**Position Status:** Full Time

**FLSA Status:** Non-Exempt

**Supervises:** Community Inclusion Specialists, Community Inclusion Lead

**HIPAA Level of Accessibility:** Level Three

### **Job Summary**

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

### **Essential Duties and Responsibilities:**

#### **We are people-centered.**

1. Oversee and directly provide services that facilitate a creative and healthy environment for people who experience a developmental disabilities
2. Design, organize and implement a schedule of activities appropriate to the goals of the program and individual, within a positive learning environment
3. Assure knowledge of procedures for the health and safety of individuals and Community Inclusion Specialists and assure compliance with health and safety requirements
4. Assure Community Inclusion Specialists are providing for the daily, personal, medical, and/or behavioral needs of the people receiving services
5. Assure Community Inclusion Specialists are providing services that are Person Centered, including all aspects of supported employment, volunteer opportunities, and participation in community activities

#### **We are collaborative.**

1. Develop and mentor strategies for staff that facilitate inclusion in community life, including employment, advocating as necessary to achieve inclusion, self-determination, and personal growth
2. Participate in the development of Personalized Support Plans (PSP) and Individualize Family Service Plans (IFSP) in team meetings with the individual, the individual's family, and other support agency representatives as appropriate and notify all interested parties of changes in the needs or desires of the individual utilizing Person Centered Thinking
3. Work with the STEP leadership to build teams who are actively engaged, interact with each other and community members in a transparent and collaborative manner, and focus on finding solutions rather than problems
4. Work with the STEP leadership team to create and achieve strategic goals and objectives

#### **We are open.**

1. Work closely with the Program Administrator 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. Coordinate the hiring, orientation, training, and on-going coaching for Community Inclusion Specialists and Community Inclusion Leads
  4. 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 PSPs, fiscal management, required documentation, etc. is completed thoroughly and in compliance with federal, state and contract regulations
2. Assure that all team members are knowledgeable about documentation procedures including accurate writing of incident reports and time frames for submitting reports according to STEP and contract policy
3. Assure accuracy of individual files, plans, fiscal management and all other required support documents
4. Assure all Community Inclusion Specialists are current on required trainings, certifications, and re-certifications
5. Assure that Vocational Rehabilitation services are utilized prior to the provision of Supported Employment services by STEP
6. Attend scheduled team meetings
7. Promote positive interaction and participation in agency functions and activities
8. 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. A bachelor's degree is required, or the equivalent years of experience in special education, human services, social work, psychology or a related field
2. Two years' experience working with persons with disabilities required
3. Two years' management experience 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.

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Signature

Printed Name

Date