



## 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 Specialist

**Reports To:** Community Inclusion Manager

**Probationary Period:** Six Months

**Position Status:** Full Time or Part Time

**FLSA Status:** Non-Exempt

**Supervises:** None

**HIPAA Level of Accessibility:** Level One

### **Job Summary:**

The primary functions of the Community Inclusion Specialist are to provide the support necessary for people to achieve their desired lifestyles and increased levels of independence, productivity, and social/physical integration in their community.

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

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

1. Implement actions per PSP to support the people in the program to reach their goals as related to community involvement, volunteer opportunities and other employment preparedness activities
2. Be alert for seizures, illness, injury, and medication side effects and respond appropriately
3. Effectively identify and respond to challenging behavior in compliance with STEP behavior support documents
4. Identify appropriate community activities for the people's interests and needs
5. Accompany people to community activities, ensuring engagement and safety, advocating as necessary to achieve inclusion
6. Teach community living skills, e.g. using the bus system and public transportation, money management, shopping, and appropriate interactions in the community
7. Assist people to advocate and negotiate for themselves in their community, both at work or volunteer locations
8. Assist with financial paperwork and management related to the person's employment
9. Assist people to develop positive work habits, skills, and relationships

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

1. Interact professionally and collaboratively with people receiving services, supervisors, coworkers, and other agency representatives within and outside of the agency
2. Assist people to develop on-going positive relationships with their employers in order to reinforce and stabilize the job placement

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

1. Pursue opportunities for training and professional growth and share information and skills with others
2. Demonstrate and promote teamwork, cooperative communication, collaborative problem-solving, and responsible decision-making with 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. Ensure safety and provide emergency and evacuation planning, practice, and implementation
2. Maintain compliance with federal, state, and STEP policies and procedures
3. Respond to medical emergencies and administer minor first aid in accordance with approved practices
4. Work all schedules shifts per STEP and department policy and procedures
5. Maintain professionalism and appropriate confidentiality
6. Complete all necessary documentation including participation in activities, medication administration, implementation of behavior programs, etc., thoroughly and accurately
7. Fulfill the obligations as a mandatory reporter of abuse, neglect or exploitation
8. Complete incident reporting when applicable
9. Maintain a positive work environment that is characterized by solution-based interactions that foster confidence and optimism. Encourage help, trust, joy, engagement, camaraderie, progress, teamwork, potential and growth. Actions or words that are harmful to the workplace atmosphere will not be tolerated
10. Accept and perform all other duties as assigned

**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
3. At least two years experience in working with persons with disabilities is preferred

**Knowledge/Skills/Abilities:**

1. Must have strong communication skills
2. Must be dependable and reliable
3. Must have basic computer skills and be able to use all required software
4. Must have ability to problem-solve and assist in decision-making, including during emergencies
5. Must maintain current status regarding assigned core competencies and other required certification acquisition within established schedule and timelines
6. Must meet the criteria to be an approved driver for STEP and have reliable transportation
7. Must have the ability to work productively with individuals and other team members to develop relationships
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 as necessary
2. Ability to function with minimal supervision and coaching within the responsibilities of the job description
3. Ability to perform repeated lifting, pushing, pulling, bending, stooping, and reaching, a minimum of 50 pounds
4. Ability and capacity to assist individuals with physical disabilities and other needs such as maneuvering a wheelchair, assisting with adaptive equipment, accessing communication devices, etc.
5. Ability to provide for the personal care needs of the person, potentially including assistance with hygiene, eating, bathing, etc.

6. Ability and capability to prevent or mitigate physical aggression directed towards self or others using redirection, gradual guidance, or other approved techniques

**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