

Community Inclusion Specialist

The Community Inclusion Specialist will provide opportunities for adults with intellectual and developmental disabilities to develop, plan & participate in group activities in the community. This position requires an individual to be enthusiastic and creative while supporting affordable activities identified by the clients. The Community Inclusion Specialist will report to the Community Inclusion Manager and will work as a team to locate and facilitate community outings. This individual must have the ability to work a flexible schedule that may include some evenings and Saturdays.

The ideal candidate will have an understanding of:

- How to build relationships with clients while maintaining boundaries
- A range of personal knowledge in cooking, budgeting, day planning and other activities of daily living skills
- The ability to differentiate between skills training, supports, and care giving
- Working with and communicating with a diverse population
- Ability to write clear and concise progress notes
- Ability to research local, free (or low cost) activities
- Ability to take and post photos of group activities
- Ability to read and understand medical protocols for individual clients
- Ability to support the Inclusion team with writing and updating the monthly newsletter
- Ability to support clients with going over the monthly newsletter and signing up for group activities
- Ability to ensure and update media release forms for individual clients

Skills Required:

- Patience
- Strong ethics
- Punctuality
- Flexibility; Ability to adapt to changes
- Strong communication skills, both verbal and written
- Communicate with team members on any issues or concerns regarding services
- The ability to work independently and as part of a team
- The ability to read and understand service contracts
- Meet organizational and administrative deadlines
- Ability to work independently and as part of a team
- Ability to access the internet and complete forms, emails, schedules, etc..
- Ability to have confidentiality with all client and HI files

- Ability to manage your own schedule and post for the team
- Ability to work evenings and weekends as needed
- Ability to respond to a fluid environment and make quick, appropriate decisions
- Previous experience working with individuals with Developmental /Intellectual disabilities is a PLUS
- Bilingual is a PLUS

You must have the following:

- Current CPR and First Aid card
- Valid driver's license
- Reliable personal transportation
- Proof of car insurance
- Ability to pass a national background check

Part- and Full-time positions are available

Pay:

DOE

Benefits:

Healthcare, holiday pay, vacation, sick leave, and life/disability available for permanent full-time positions

Required license or certification:

- Valid driver's license required; CPR & First Aid; Car Insurance