



JOB DESCRIPTION

Community Inclusion Specialist

Reports to: Special Services Manager---**FLSA:** Nonexempt---**Role:** Specialist

Descriptive Summary

The Community Inclusion Specialist assists individuals with intellectual/developmental disabilities by facilitating and fostering meaningful connections in the community through attending various events, building relationships with their peers, participation in activities of interest, and volunteer work. The Community Inclusion Specialist assesses the skills, goals, and interests of each client to tailor activities that will enrich the lives of each client.

Core Functions

- Escorts clients on outings providing a secure and safe experience and frequently providing transportation.
- Works one-on-one with clients towards personal goal progress and achievement.
- Collaborates, coordinates, and meets with home sites, guardians, and case managers to assess clients' needs, capabilities, and goals.
- Works with Assistant Manager to create and update Annual Service Plans and six month reviews. Submits reports to the participant, case managers, guardians, and designated Spokane County representative.
- Researches appropriate activities and events for each client that align with clients goals and meet county criteria.
- Attends county provided trainings, accumulating a minimum of 15 hours annually.
- Maintains client records including daily activity logs of activities completed, client behaviors, and progression of goals; phone logs; incident reports; and other documentation as required.
- Creates monthly schedule of outings, trainings, and required meetings. Provides the monthly schedule to the home sites, Manager, and Assistant Manager, and makes changes if participant is unavailable.

Winning Behaviors, Competencies, and Skills

- Establishes and maintains healthy interpersonal relationships with team members and co-workers.
- Respects the diversity of those we serve and the challenges they face.
- Advocates for the rights and opportunities for people with intellectual/developmental disabilities at all times and in a professional manner.
- Self-starter able to work independently and as a team.
- Nonverbal communication.
- Knowledgeable of Microsoft Excel and Word.
- Accountability & honesty.
- Organization of client information and work space.
- Flexibility.
- Patience.

Supervisor Responsibility

None

Work Environment

This role is routinely exposed to client smells and noises. This job frequently involves exposure to outside elements including dry heat, cold, wet and/ or humid conditions.



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This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office to moderately loud when in the field.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is constantly required to use hands and fingers to feel, handle or operate objects or controls; and reach with hands and arms. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to bend and kneel to secure wheelchairs into vehicles for transportation. The employee is occasionally required to lift up to 20 pounds, push, and pull, specifically pertaining to wheelchairs, walkers and such equipment. The employee is occasionally required to provide walking support and assistance to clients. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work

This is a full-time position. Hours of work may vary according to clients' needs and may include evenings and weekends, 37.5 - 40 hours per week.

Travel

Travel is local during the hours of work.

Required Education, Experience, and Qualifications.

1. High School Diploma
2. Valid Driver's License and proper insurance to transport clients in personal vehicle
3. CPR and First Aid Certification

Preferred Education and Experience, and Qualifications.

1. One year of relevant experience, or equivalent combination of education and experience that demonstrates the ability to do the job.
2. Associate's Degree in Human Services or related field.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

I understand and agree to the duties and expectations of my role as outlined in this job description. I understand nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Employee Name

Employee Signature

Date