

**TITLE:** **JOB DESCRIPTION**  
**COMMUNITY SPECIALIST**

**ORGANIZATION:** **REACH**

**IMMEDIATE SUPERVISOR:** **DIRECTOR OF HOUSING**

**PRIMARY FUNCTION:**

Under the general direction of Director of Housing, coordinates services and provides individualized support to people in REACH's Housing programs. Services provided and/or coordinated may include educational services, vocational services and other services which encourage practical application of skills and social behavior necessary for optimum levels of independent/interdependent living in personalized and individualized community housing settings for consumers with adaptive needs. Able to demonstrate ability to transport consumers safely in their own vehicle and safely lift, push and pull consumers and their adaptive equipment.

**PRIMARY JOB RESPONSIBILITIES:**

1. Develop and maintain Individualized Support Plans with consumers, support staff and other people the consumer may wish to have involved.
2. Assist the person with their IPP meeting and other Regional Center meetings, coordination, etc., as desired by the consumer.
3. Maintain individual records and provide case management including: quarterly progress reports, updating emergency information, incident reports and miscellaneous correspondence to assure continuity and appropriateness of services.
4. Submit all quarterlies, incident reports and other required records, by the due date for review to the Director of Housing in a timely manner and prior to their submission to the Regional Center.
5. Assist each individual to access generic services, including IHSS, HUD etc. as needed, and maintain records to assure continuity of services or application for such services.
6. Serve as a referral source to individuals, staff and community members looking for information about community resources, services, etc.
7. Monitor status of authorizations for service and ensure continuity of authorizations with the Regional Center.
8. Provide direct counseling, training, and related support services to consumers receiving support and their staff, on a regular basis.
9. Provide coverage directly for an individual if no other staff is available for the needed hours or services.
10. Coordinate and schedule team meetings, and provide direct staff supervision.
11. Take a leading role in the recruitment, hiring, training, evaluations and termination of staff.
12. Facilitate communication among all team members.
13. Carry a cell phone at all times, unless otherwise arranged by the Director of Housing.
14. Review time cards for payroll purposes of your consumer support staff, ensuring accuracy and completeness of the information submitted.
15. Assist with presentations to possible funding resources, community members and other agencies as requested by the Director of Housing and/pr CEO.
16. Provide regular in-service training to the support staff, volunteers, and family members of each consumer.
17. Actively participate in all REACH safety programs.

18. Demonstrate exceptionally positive relationships with families, consumers and staff at all levels of the organization.
19. Carry out additional activities as requested by the Director of Housing.

**EDUCATIONAL/EXPERIENCE:**

Bachelor's Degree and/or two years of experience providing services to persons with disabilities or equivalent experience or AA degree and three years of experience with persons with disabilities. Experience should include a least one year of supervisory experience. Meets REACH'S risk management standards for transporting consumers.

**SPECIFIC SKILLS:**

The knowledge of the needs of persons with disabilities; the ability to relate effectively with persons with disabilities; the ability to competently manage crisis situations; knowledge of available resources for persons with disabilities; the ability to work capably with program staff, community members, funding resources and private citizens; clear communication both in an oral and written format; the ability to supervise staff members; and the ability to conduct in-service trainings for others.

**ACKNOWLEDGEMENT:**

This is to acknowledge that I have received a copy of the REACH job description for my job classification and understand that it contains important information regarding my job responsibilities. I further understand that his job description may change as the needs of REACH change. In addition, I understand that the employment relationship is based on the mutual consent of each employee and REACH. Accordingly, either I or REACH can terminate the employment relationship at will, at any time, with or without cause or advance notice.