

Job Description Community Specialist

This job description is intended to follow the service description and provider requirements of the Missouri Department of Mental Health, Division of Developmental Disabilities. These service descriptions are unique to the service being provided. Where there is conflict between this job description and the DMH regulations, the regulations will prevail.

The Community Specialist provides professional observation and assessment, individualized program design and implementation, and consultation with caregivers. The Community Specialist may also advocate for individuals and assist individuals in locating and accessing services and supports within their field of expertise. The Community Specialist assists individuals and caregivers with the design and implementation of specialized programs to enhance self-direction, independent living skills, community integration, and social, leisure, and recreational skills. This is an hourly (non-exempt) position.

Essential functions:

- Evaluate the individual's setting through documentation review, including the Individual Plan (PCP, ISP), FBA, BSP, etc.
- Evaluate the individual's setting through observations and interactions with the individual and family/supports including, but not limited to, schedule/routines, typical day activities, and interactions with others.
- Identify and teach skills that would help the individual have a better quality of life.
- Teach skills to promote more positive interactions between the individual and family/supports.
- Provide direct services "in the field", including transportation of individuals served in the consultant's personal vehicle.
- Develop with the support team a summary of recommended strategies to address the identified problems and practices based on the evaluation.
- Produce documentation of face-to-face consultation including date, location, start and stop time, and an accurate and complete description of the service provided per individual's service plan.
- Produce a monthly summary of the individual's overall status as well as progress towards their specific goals and objectives per their individual service plan.
- Produce a written document that is incorporated into the Individual Service Plan to ensure the implementation of new strategies with fidelity and consistency by the support team after consulting services are completed.
- Assess the individual in multiple settings as part of the process of improving the individual's overall quality of life.
- Report as necessary to Director/Owner.

Required knowledge, skills, and abilities:

- An Associate's degree plus 3 years of experience or a Bachelor's degree in a social service field is required, per Missouri Department of Mental Health requirements.
- At least 1 year of related experience is strongly preferred.
- A high level of self-motivation and ability to work with minimal direct supervision.
- A satisfactory record with Family Care Safety Registry of the Missouri Department of Health and Senior Services.
- Successful completion of all required trainings and maintenance of all necessary licensures and certifications.
- Appropriate, professional communication with individuals served, family/supports, community members, and others.
- Adherence to all agency policies and applicable state regulations, including but not limited to confidentiality and prevention of abuse and neglect.
- A valid, unexpired driver's license and current motor vehicle insurance.
- Proof of eligibility for employment in the United States (as documented on Form I-9).

Physical demands and work environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to stand and walk; sit; use hands to finger, feel, or handle objects, tools, or controls; reach with hands and arms; stoop, kneel, bend, or crouch; and talk and hear. The employee may be required to lift and/or move up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee is generally indoors in an office, home, or community setting. The employee may be required to work outdoors if the individual's plan calls for an outdoor setting. The noise level is generally quiet to moderately loud.

I have read the above job description and I certify that I possess the required knowledge, skills, and abilities to perform the essential functions of the job. I also certify that I am capable of performing the essential functions of the job, with or without accommodation. I understand that all employees of Jeffery Janney, LLC dba Northland Social & Behavioral Supports (the Company) are employed on an at-will basis, meaning either I or the Company may end the work relationship at any time for any reason. I understand that neither this nor any other document creates an employment contract. I understand that this job description may change at any time based on business demands and other factors.

Employee name (printed)

Employee signature

Date