

## HOPE SERVICES

**Job Description**

05/07 rev.

**Position:** Community Support Facilitator**Classification:** Bargaining-Unit**Salary Grade:** 5**Status:** Non-exempt**Purpose:**

Provides support and leadership for consumers to participate in activities and receive services in community settings. Activities and services are defined by the consumer and his or her Person Centered Plan and Individualized Personal Plan.

**Principle Responsibilities:**

The following are the essential functions of the position. An employee in this classification is responsible for carrying out these functions:

1. Provide group and/or individual support in the community as identified in the consumer's Individualized Personal Plan.
2. Assist and participate in curriculum developments and implementation.
3. Facilitate and develop activities to build relationships, skills, and experience in the community. Travel with and/or transport client throughout the local community.
4. Develop and expand consumer participation in typical and generic community activities chosen by the consumer.
5. Act as advocate on behalf of consumers served.
6. Complete required forms and accountability documentation, incident reports, case recordings, IPPs and other required documentation.
7. Maintain a professional relationship with consumers, family members and appropriate others. Represent HOPE in the community in a professional manner.
8. Implement behavioral intervention plan when needed to assure consumer safety and promote learning.
9. Coordinates consumer programming with Center's activities, services, and staff.
10. Acts as a mandated abuse reporter.
11. Perform other duties as assigned, to assure efficiency of program services.

**Minimum Qualifications:**

High School Diploma, GED, or equivalent plus two years of related experience working with people with disabilities in a rehabilitation environment, or approved combination.

For licensed day programs: completion and clearance of fingerprints for criminal background check, TB test, physician's report, and First Aid and CPR certification required.

Possession of a valid California Driver's License, a clear driving record and auto insurance.

**Reports To:** Assigned Program Coordinator, Manager.

**Supervisory Responsibility:** none

**Required knowledge, Skills and Abilities:**

1. A belief that all people are valued members of the community.
2. An understanding of the principles of normalization and commitment to community integration.
3. Ability to work independently and cooperatively as a member of the team.
4. Excellent communication and documentation skills
5. Knowledge and understanding of alternative communication systems and assistive technology.
6. CPR and First Aid certification.
7. Positive and cooperative attitude toward a consumer driven service system working with developmentally disabled adults.
8. Ability to be flexible with scheduling and work in a consumer driven environment
9. Strong interpersonal skills. Ability to work with a diverse population.

**Environmental Conditions:**

Extensive travel around town and in the consumer community; use of public transportation where possible; exposure to climatic conditions, heat, cold, humidity, dampness, sun, pollens; lifting/carrying supplies for consumer supports to and from locations, walking, standing, visual/auditory acuity while supporting consumer in the community; position is community based and in local and consumer home community, climbing stairs to reach the consumer is occasionally necessary; work alone as well as closely with others, sitting for periods of time in meetings and use of office environment; produce work on computers/office equipment.