

People Services, Inc.

Job Description

Position: Community Resource Specialist

Service Unit: Konocti Connections / Supported Living Services

Status: Part Time Position

Supervisor: Director of Konocti Connections

General Purpose:

Under the supervision of the Program Director, the primary focus of the Community Resource Specialist will provide supported living services for adults with developmental disabilities who live independently within their community in the living arrangements of their choice.

The Community Resource Specialist will conduct community outreach, and assistance to those served. The Community Resource Specialist will be part of a team, including the consumer's circle of support to assist in meeting the consumers Individual Program Plan (IPP). The CRS will provide services including supervision, assistance and support in identified areas of need outlined by the IPP.

The Community Resource Specialist will uphold People Services, Inc. core values of Respect, Dignity and Empowerment in all interactions with consumers, team members, agency partners and the community.

KC Consumer's reserves the right to adjust service hours and days of operation based upon the needs of the person served.

Qualifications:

- High School Graduate or equivalent
- Experience working with people with developmental disabilities, or other related fields is strongly preferred.
- Fingerprint Clearance
- Negative Results to Drug Testing
- Adherence to Drug Testing Policy
- Valid California Drivers License
- Clean Driving Record
- CPR and First Aid Certification, or the ability to obtain certification
- Ability to obtain Pro Act Certification
- Reliable, Registered, and Insured Vehicle
- Ability to read and interpret documents, write specific correspondence, and to interpret written and verbal instructions
- Have a flexible schedule to the needs of the consumer's schedule

Essential Job Duties:

Under the supervision of the Director the Community Resource Specialist will:

- Develop and maintain effective, consistent communication with the Program Director.
- Preparation and monitoring of IPP per assigned client. This includes training; coverage; daily/monthly data collection.
- Assist consumer with identifying personal goals; supported living services include but not limited to the following areas: money management, social security assistance, medical appointments, health insurance, peer support, self and individual advocacy, and socialization.

- Assist consumers with housing issues, including but not limited to obtaining affordable and/or accessible housing, accessing funding to pay for accessibility modifications, communication with landlords and public housing agencies, advocacy with a landlord.
- Assist consumer in achieving personal, behavioral, or independent goals as identified in the Individual Program Plan.
- Assist consumers we support understand their rights and responsibilities.
- Assist the consumer we serve and support to understand their choices/options and possible consequences of their choices/options as they relate to their physical and emotional health and well-being.
- Address challenging behaviors proactively and respectfully.
- Focus first on the person served, and understand your role in direct support will require flexibility, creativity, and commitment.
- Learn and respect the values of the person served, and facilitate their expression of choices related to those values.
- Provide advocacy when the person served preferences, needs, or talents are neglected or overlooked by the Agencies, Generic Resources, etc.
- Develop relationships with the persons served that are respectful, based on mutual trust, and that maintains professional boundaries.
- Maintain strict confidentiality for all consumers' information, and facility operations.
- Submission of all operational paperwork, timecard, mileage sheet, contact logs, etc. according to the KC submission calendar.
- Assist consumer and ensure consumer safety in home and community.
- Write and complete caseload reports in a timely manner of due dates.
- Maintain current First Aid and CPR certification.
- Maintain Pro Act Certification as mandated by PSI current policies.
- Participate in all interdisciplinary team meetings, staff meetings, and other meetings as required.
- Develop and maintain written documents, as requested.
- Make all decisions based on People Services, Inc./Konocti Connections mission/goals, policies, procedures, and code of ethics.
- Be respectful of consumers chosen lifestyle.
- Complete all other duties as assigned by Program Director.

Is there anything that would keep you from meeting the job duties as outlined?

() Yes () No

How may we accommodate you?

Signature

Date

People Services, Inc. is an equal opportunity employer. Applicants will receive consideration for employment without regard to race, ancestry, marital status, sex, gender, gender identity, gender expression, transgender status, color, religion, age, military or veteran status, national origin, medical condition, physical or mental disability, actual or perceived sexual orientation, HIV status or any other

characteristic protected by law. The applicants selected for hire must provide proof of ability to work in the United States per the Immigration Reform and Control Act of 1986 and pass a drug-screening test and fingerprint clearance.