

## **Community Support Specialist**

Do you want to make a positive difference? Are you looking to take the next step in your career and work with a progressive agency in Duluth? If your answer is yes to these questions then apply with CHOICE, unlimited!

We are a growing non-profit agency in Duluth and are currently hiring a Community Support Specialist (VRS) to assist us in serving people located here in Duluth. Our agency is dedicated to providing person-centered services to all of the individuals we serve. We envision a vibrant community that empowers individuals with disabilities and fosters a culture of inclusiveness.

### **Position:**

- Full Time: 40 hours per week Monday through Friday.
- Typical Hours: 7:00am-3:00pm
- Hourly wage starting at \$17.50

### **Benefits:**

- Paid Time Off, Health & Dental Insurance, Mileage is reimbursed, Voluntary Benefits including: 403B Retirement Fund, Accident Insurance, Critical Illness, Vision, Life Insurance, and Hospitalization.

### **Qualifications:**

- A four-year degree in a human services or related field and one year of work experience with individuals with disabilities is required.
- Must have the ability to multitask and take on other duties as assigned.
- Must be extremely flexible and enjoy working with a diverse group of people.
- Must be willing to job coach persons served as needed.

### **Responsibilities:**

- Work with individuals referred through Vocational Rehabilitation Service (VRS) in Minnesota and Wisconsin to help them reach their vocational outcomes.
- Provide opportunities for general vocational services such as on the job evaluation, job try-outs, job shadowing, customized employment, job coaching, and pre-employment transition services (Pre-ETS), etc.
- Develop and implement employment outcome plans.
- Provide placement and retention services for persons served.
- Facilitate team meetings with staff as well as meetings with the people we serve.
- Initiate and document communication with community employers, rehabilitation counselors, county case managers, residential staff, parents, etc.

- Track wage and benefit data of individuals served for reporting purposes.
- Write detailed reports upon completion of a service.
- Assess skill level when completing job tasks during an On- the-Job Evaluation and complete corresponding reports.
- Track and maintain service hours for billing purposes.
- Work with individuals served at their jobs teaching job related skills.
- Develop and implement Outcome and Individual Program Plans according to DHS Licensing Rule 245D.
- Mentor and supervise a team of employees
- Create and update Annual Assessments, CSSP-A, Individual Abuse and Prevention Plans, and Progress Reports.
- Train and mentor new employees.
- Work as a liaison between persons served, staff, employers, residential staff, and other team members.

We are an Equal Opportunity Employer