



CHOICE, unlimited

“Opening Doors to Employment & Opportunity”

COMMUNITY SUPPORT SPECIALIST: Job Description

Qualifications: A four-year degree in a human service or related field and at least one year of work experience with individuals with disabilities is required.

Responsible to: The Community Support Specialist is responsible to the Program Director.

General Responsibilities:

- A. You are a member of the overall agency program team that assures a good quality of life for the individuals served in the program
- B. Responsible for knowing the individuals served and assisting in the development of their personal goals, outcomes, and person centered plans.
- C. Understand and adhere to CHOICE, unlimited’s mission, vision, philosophy, policies, and procedures

Specific Responsibilities for Promoting Choice:

- 1. Promote individual choice in developing and participating in a variety of community work and leisure/recreation activities.
- 2. Assist individuals in actively exercising their rights to the best of their ability.
- 3. Assist individuals in choosing and developing friendships at work and in the community.
- 4. Have a working knowledge of each person served including their strengths, preferences and goals.

Specific Responsibilities for Developing Relationships:

- 1. Have a meaningful relationship with the individual served based on dignity and respect at all times.
- 2. Provide positive support and role modeling for individuals served throughout the day.
- 3. Maintain appropriate boundaries with individuals served.
- 4. Maintain an open and productive working relationship with the person served and their support network, including family members, residential support staff, case managers, and other professionals.
- 5. Maintain open and constructive communication with direct supervisor.

6. Maintain open and constructive communication with direct reports.
7. Provide positive role modeling and professionalism toward direct supports.

Specific Responsibilities for Implementing Outcomes and Plans

1. Work with individuals served at their jobs teaching work related job skills.
2. Develop and implement all Outcome and Individual Program Plans according to DHS Licensing Rule 245D.
3. Document communication with employers, residential staff, parents, etc.
4. Keep accurate individual account records, which include copying payroll checks and stubs, daily spending, budgeting, and banking (if applicable).
5. Assist in the development and implementation of individual wellness plans.

Specific Responsibilities for the Health and Safety of the Individual Being Served:

1. Pass medications regularly (if applicable), understanding the medications and their side-effects, and documenting in medical records.
2. Complete incident, accident, and seizure reports promptly.
3. Observe safety and caution when driving vehicles and transporting people.
4. Follow menus, special diets, document substitutions.
5. Know and follow OSHA and work site safety skills.
6. Maintain certification in First Aid and CPR.

Specific Responsibilities for Staff Training/Personnel:

1. Provide direction and leadership to direct reports.
2. Conduct timely performance reviews of direct reports.
3. Attend staff training according to agency requirements.
4. Attend staff meetings according to agency requirements.
5. Complete all necessary personnel forms.
6. Submit time forms and mileage forms when due.

Program Management Related Duties:

1. Maintain necessary record keeping systems specific to each person served.
2. Communicate with team members (family, case manager, residential support staff, etc.) on a regular basis to keep them informed.

Revised 11/10/15
Revised 5/08/18
Revised 2/24/20
Revised 8/21/20

3. Conduct job development and job analysis at work sites.
4. Follow the Department of Labor guidelines for employment placements.
5. Develop and maintain strong communication with employers on a regular basis.
6. Assist in recruitment and admission of individuals as openings occur.
7. Act as an individual client advocate.
8. Assist with referrals to other service providers, i.e. therapy, counseling, etc.

Specific Responsibilities for Training and Program Development and Documentation:

1. Complete training for computer usage.
2. Complete training for outcome and program plan writing including monthly and quarterly reporting.
3. Develop and maintain outcome and program plans.
4. Meet all indicated timelines as assigned.
5. Manage individual programs for persons served.

Other Responsibilities:

1. Assume any other temporary or permanent responsibilities as assigned.

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Revised 11/10/15
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Revised 2/24/20
Revised 8/21/20

