



## **CHOICE, unlimited**

“Opening Doors to Employment & Opportunity”

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### **PROGRAM SUPPORT SPECIALIST**

#### **Job Description**

**Qualifications:** Qualified applicants must have at least one year of experience in the human services/disability related field. Applicants must be at least 18 years of age and have a high school diploma or GED, a valid driver’s license, verification of insurance, and is competent through training, experience, and education to meet the needs of the person served.

**Responsible to:** The Program Support Specialist is responsible to the Community Support Specialist. Depending on their role, this position may also report directly to the Supported Employment Coordinator or the Education and Day Service Coordinator.

#### **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 individual being served and the individual’s personal goals, outcomes and program plans.
- C. Understand and adhere to CHOICE, unlimited’s mission, philosophy, policies, and procedures.
- D. Responsible for providing on-the-job training and mentoring to Employment Specialist staff.
- E. Responsible for covering Employment Specialist staff absences/vacations/leaves as assigned by your direct supervisor.

#### **Specific Responsibilities for promoting choice:**

- 1. Promote individual choice in developing and participating in community employment, volunteer experience, health and wellness activities, creative pursuits, and leisure activities.
- 2. Assist individuals in actively exercising their rights to the best of their ability.
- 3. Allow individuals in choosing and developing friendships at employment sites and in the community.

4. Have working knowledge of each person served which includes their strengths, likes, and preferences.

**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 when working with individuals served throughout the day.
3. Maintain appropriate boundaries with individuals served.
4. Maintain an open and productive working relationship with all members of your team, assuring open communication with parents, residential staff, Case Manager, and other professionals.
5. Maintain open and constructive communication with your direct supervisor.

**Specific Responsibilities for implementing outcomes and plans**

1. Work with individuals served at community based work sites, developing work related job skills.
2. Implement all programs as written and document as indicated.
3. Document communication with community 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. Understand and implement individual's wellness program (if applicable), according to agency approved policy and procedure.

**Specific Responsibilities for the Health and Safety of the individual being served:**

1. Pass medications regularly, understand medications and their side-effects, and document in medical records.
2. Complete incident, accident, and seizure reports promptly.
3. Observe safety and caution when driving vehicles and transporting persons served.
4. Follow special diets, document any substitutions, and role model healthy eating habits.
5. Know and follow OSHA and work site safety skills at all times.

**Specific Responsibilities for staff training/personnel:**

1. Attend staff training according to agency requirements and provide supervisor with appropriate documentation.

2. Attend staff meetings according to agency requirements and notify your direct supervisor when unable to attend.
3. Complete all necessary personnel forms and provide supervisor with appropriate documentation in a timely manner.
4. Submit time forms and mileage forms when due.

**Specific Responsibilities for Community Employment, Projects, and Activities:**

1. Develop a basic curriculum/guide for the specific area of need and add to it as the project/activity moves forward.
2. Identify and contact resources necessary for promoting the project/activity.
3. Actively promote and encourage participation in the project/activity by other consumers and their employment specialist/counselors.
4. Complete the above according to timelines developed by you and the supervisor of the program.
5. Supervise and/or coordinate the implementation of the project/activity.
6. Keep attendance and a log of ongoing events.
7. Report to the supervisor on weekly progress.
8. Perform job development tasks as assigned.
9. Partner with your direct supervisor and the agency's Employment Coordinator to develop networking opportunities with community employers to increase employment prospects for persons served.

**Specific Responsibilities for Assistance with Outcome and Program Development and Documentation:**

1. Complete training for computer usage.
2. Complete training for Outcome and Program Plan writing, monthly and quarterly reporting as directed by your supervisor.
3. Follow through with Outcome and Program Plan writing, monthly and quarterly reporting as assigned by the supervisor.
4. Meet all indicated timelines as assigned by your direct supervisor.

**Other Responsibilities:**

1. Assume any other temporary or permanent responsibilities as assigned by the Supported Employment Coordinator or the Education and Day Service Coordinator.
2. And other duties as assigned.

**PHYSICAL REQUIREMENTS**

**JOB POSITION: Program Support Specialist** (attach to specific job description as needed)

**Physical Requirement:**

	Required	Not Required	Hrs/Day	Comments, i.e., surface, distance, weight, work done frequency
<b>Balancing</b>	X		25%	When guiding consumers on rough terrain, snow, rain, sleet covered sidewalks and streets, up/down stairs
<b>Carrying</b>	X		40%	Carry duffle bags, lunches, manuals
<b>Climbing</b>	X		5%	Use of stairs during community access activities
<b>Crawling</b>		X		
<b>Crouching</b>	X		10%	
<b>Driving</b>	X		20%	Must be able to operate motor vehicle safely. Must have verification of insurance. Must have safe driving record. Exceptions / accommodations may be made with approval by the Director.
<b>Feeling</b>	X		20%	
<b>Fingering</b>	X		20%	Some computer work (ES II)
<b>Handling</b>	X		40%	
<b>Hearing</b>	X		100%	Augmented devices to assist Deaf or Heard of Hearing.
<b>Hearing</b>		X		Not essential for employees who are Deaf – assigned to work with consumers who are Deaf
<b>Kneeling</b>	X		10%	
<b>Lifting</b>	X		50%	Usually no more than 25 lbs
<b>Pulling</b>	X		5%	Applicable if providing support to individuals who use a wheel chair
<b>Pushing</b>	X		35%	Applicable if providing support to individuals who use a wheel chair
<b>Reaching</b>	X		30%	
<b>Seeing</b>	X		100%	Correctable with lenses. Adaptive equipment for those who require will be made available
<b>Sitting</b>	X		30%	
<b>Standing</b>	X		70%	
<b>Stooping</b>	X		5%	Incidental picking up
<b>Talking</b>	X		95%	Alternate communication modalities as needed for Deaf/Hard of Hearing or non-verbal consumers
<b>Walking</b>	X		90%	

I, \_\_\_\_\_, am able to perform the duties listed above with no restrictions.  
(Please Print)

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date