



JOB DESCRIPTION

MISSION: *To enhance human development through community. To enhance community through human development.*

POSITION TITLE: Support Specialist

REPORTS TO: Lead Family Support Specialists

STATUS: Exempt

PROBATIONARY PERIOD: Six months

PROVIDES DIRECT SUPPORT TO: Habilitation Aides & Respite Aides

GENERAL JOB SUMMARY:

The Support Specialist's primary function is to assist individuals and/or families in the efficient use of available resources both within and outside of this agency and to provide training programs for individuals with developmental disabilities and/or their families. The Support Specialist works directly within the home environment, supporting and maintaining the individual within that setting, providing information, resources and support systems. Support Specialists use advanced knowledge and education in the area of human development and human services to assess, plan and coordinate activities with other services and resources both within and outside of the formal service delivery system. Resources may include families, friends, community members, school, day habilitation services, leisure/recreation organizations, home services, and generic community services. The Support Specialist provides coaching and supervision to Direct Care Aides, foster and personal care homes and others who may work directly to support the individual within STEP services including technical assistance to employees in the development and implementation of all programs and support processes on an ongoing basis.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain a working relationship with individuals, family members and aides through regular contacts.

Determine and administer appropriate assessment instruments to all individuals and/or families based on initial and ongoing information gathering and interviews and gather relevant assessment data from other agencies in order to compare possible courses of intervention and service delivery.

Utilize assessment and collected information to assist individuals and/or families in monitoring their need for support and identifying resources to meet their needs.

Facilitate communication and coordination between individual and/or family and other services and providers.

Ensure individual and/or family member participation in planning and writing the individual and/or family service plan annually and review semi-annually.

Develop clear, measurable objectives for training programs.

Develop and implement training programs for skill or behavioral acquisition

Provide educational information and resource information.

Assist individual and/or family in planning transition services.

Coordinates the hiring, orientation, training, monitoring and budgeting for habilitation aides and foster families and assists with recruiting respite providers.

Ensure the implementation and monitoring of the service plan and use independent and discretionary judgment to advise strategies for implementation and changes.

Maintain accurate documentation according to policies, procedures and contracts.

Schedule appointments in a cost and time efficient manner and establishes a work schedule that is consistent with agency policy and reasonably meets the needs of individuals and/or families.

Interact professionally and supportively with clients and peers within and outside of the agency.
Other duties as assigned

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualifications listed below are representative of the minimum knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: A bachelor's degree is required in special education, human services, social work, psychology or a related field.
Two years experience in working with persons with disabilities preferred.
Valid Montana Driver's license and driving record that will enable the employee to be insurable under the agency vehicle insurance.

LEVEL OF INDEPENDENT DISCRETION; CONSEQUENCE OF ACTIONS:
The Support Specialist, within the parameters of corporate policies and procedures, exercises a high level of independence, judgment and discretion in assessing, planning and service delivery. Significant errors in judgment may endanger the health and safety of clients or staff.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Support Specialist is required to deliver services in a variety of family home settings, which may include climbing stairs, walking, stooping, bending, carrying, lifting and traveling in adverse weather conditions.

STATEMENT OF UNDERSTANDING: I have read the above position requirements. I assert that I meet the minimum requirements; I am able to perform the essential job functions and satisfy the expectation of regular attendance at the work site. I further understand that signing the job description does not constitute a written or implied contract of employment.

Signature

Date