

### Qualifications

A four year degree in Human Services or a related field, or a two year degree in Human Services or a related degree and two years experience, or a combination of education and experience to equal four years.

- Strong oral and written communication skills
- Strong organizational skills and attention to detail

Have a valid driver's license, clean driving record and reliable transportation to use for work driving purposes.

Able to pass both the State of Minnesota Department of Human Services background check, and a physical exam indicating ability to perform physical demands of the job.

### Job Purpose

Advocates for, plans, coordinates and provides service to designated individuals with developmental disabilities, or other related conditions, to assist them in achieving their desired outcomes.

### Essential Job Functions

1. Identify and document individual's preferences, attributes, and support needs in relation to current and future environments.
2. Develop outcomes and goals, these include but are not limited to sharing places with others, growing in relationships, making choices, being respected, and making contributions to the community where they live and work.
3. Facilitate and assist the individual, guardian and team in planning services and supports to be received from Lifeworks. This includes scheduling, organizing, and conducting planning meetings such as intake, 45 day reviews, annual reviews and other intra- and inters agency meetings.
4. Document results from these meetings including outcomes, goals, training strategies, evaluation plan, community resources, adaptive devices, instructional technology, therapies and positive behavioral support plans.
5. Implement and/or train others to implement written outcomes and goals, training strategies, and positive behavioral support plans.
6. Arrange or provide other support and assistance needed for individuals to complete personal care routines (eating, bathroom and medical assistance), maintain and expand individual's job/activity participation, as well as maintain and expand his/her relationships and community involvement.
7. Evaluate, discuss, and document progress of the plan with the individual and other planning team members on the agreed time schedule or at least annually.
8. Arrange and/or provide necessary transportation to and from community sites in conjunction with other staff and team members. May be required to drive own car.
9. Initiate, develop, and maintain relationships and community contacts to increase employment and social opportunities for individuals.
10. Follow safety procedures and assist in identifying safety needs for self and others.
11. Contribute to the organization's mission by complying with policies and procedures, using resources wisely and performing other duties as assigned as necessary.

Selected and Supervised by:

Program Manager or Team Lead

Employees Supervised:

None

Fair Labor Standards Act Status:

Non-Exempt

Updated 10/93, 12/96, 4/07,11/09

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Approved by and Title

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Date