



A nonprofit serving people with disabilities

POSITION DESCRIPTION SERVICE SPECIALIST

Qualifications

A two year degree in Human Services or a related field, or two years experience, or a combination of education and experience to equal two 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 and provides service to designated individuals with developmental disabilities or others with related conditions to assist them in achieving their desired outcomes. These outcomes include but are not limited to sharing places with non-disabled others, growing in relationships, making choices, being respected, and making contributions in the communities where they live and work.

Essential Job Functions

1. Identify and document individual's preferences, attributes, and support needs in relation to current and future environments.
2. Assist individual, guardian and team in determining services and supports from Lifeworks. This includes participating in planning meetings, service team meetings and other intra and inter agency meetings.
3. Implement written goals and outcomes, training strategies, and positive behavioral support plans using community resources, adaptive devices and behavioral supports.
4. Provide other daily assistance needed for individual to complete personal care routines (eating, bathroom and medication assistance), maintain and expand individual's job or activity participation, as well as maintain and expand his/her relationships and community involvement.
5. Document progress on individual goals and outcomes and support plan on a timely basis.
6. Provide necessary transportation to and from community sites in conjunction with other staff and team members. May be required to drive own car.
7. Initiate, develop, and maintain relationships and community contacts to increase employment and social opportunities for individuals.
8. Follow safety procedures and assist in identifying safety needs for self and others.
9. 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: Team Lead or Program Manager

Employees Supervised: None

Fair Labor Standards Act Status: Non-Exempt

Origin: 10/93

Revised: 01/02/, 5/04, 7/08, 11/09

Approved by and Title

Date