

Title: ALIVE Support Specialist I  
Hours: One up to 40hrs/wk & one up to 19hrs/wk  
Wage Range: \$20.32 to \$26.71 per hour  
Supervisor: ALIVE Coordinator  
Exempt Status: Non-Exempt

## Job Summary:

The ALIVE Program provides day services, independent living, job development and job coaching services to individuals with developmental, intellectual and physical disabilities. Under general supervision, the Support Specialist I assesses consumer skills, drafts individual service plans, trains and evaluates program participant's success. This position requires intensive consumer contact and the ability to pass Support Specialist I training.

### *Supervisory Responsibilities:*

- None

### *Duties/Responsibilities:*

- Responsible for intake and assessment, individual service plans and evaluation of consumer progress
- Assist with the implementation of necessary training for consumers in community resources, community inclusion socialization, education, independent living skills, self-advocacy, recreation, and mobility training
- Work with Service Coordinator from Far Northern Regional Center, other agencies and significant others in the development of individual program plans for people with disabilities
- Work with and make recommendations to the ALIVE Coordinator for establishing long-range service goals for consumers and the program
- Network with community business to maintain and refresh knowledge of community resources
- Responsible for following inclusionary methods and practices for people with disabilities
- Support other staff in program to maintain consistency in ALIVE's Day Service and Independent Living Skills service
- Foster and teach individual choice making for people with disabilities
- Providing life skills training
- Provide training in an inclusionary environment in the community
- Transport consumers within the community
- Clean and maintain a healthy environment in ALIVE facility and vehicles
- Responsible for record keeping
- Maintain files of all required documentation
- Responsible for maintaining a safe work environment for consumers and staff
- Act as a mandated reporter of adult abuse while performing job responsibilities
- Other related duties as assigned

### *Required Skills/Abilities:*

- Demonstrated proficiency to learn case management and monitoring skills
- Good level of proficiency in Word, Excel and Internet email
- Good level of proficiency in data entry
- Average writing and communication skills
- Demonstrated proficiency to learn motivational training
- Ability to learn and understand different learning styles
- Ability to learn and understand the Person Centered Approach relating to consumers
- Ability to learn how to write behavioral objectives
- Ability to learn available community skills and resources
- Ability to learn and understand a variety of intellectual and developmental disabilities

- Ability to pass ALIVE's Support Specialist Level 1 training
- Ability to pass TB clearance
- Ability to earn CPR/1<sup>st</sup> Aid certification within first 30 days of employment
- Ability to pass Community Care Licensing and background clearance including fingerprints
- Must possess a valid driver's license and current auto insurance

*Education and Experience:*

- High school diploma or equivalent
- 1 year experience in comparable position
- 1 year experience in record keeping

*Physical Requirements:*

- Prolonged periods sitting at a desk and working on a computer
- Substantial amount of driving required both locally and out of area
- Ability to monitor and assist consumers with safety while walking and or getting in and out of vehicles as needed
- Must be able to lift up to 30 pounds at a time

***Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.***