

Community Support Specialist --- Bridges OSDH Program

Supervisor: Director of Community Support Program

Essential Job Functions

The Community Support Specialist shall work directly with one or more individuals: providing individualized services to foster the attainment of skills and increased independence.

The specific goals, objectives and activities shall be determined jointly by the individual, the referring agency, and any other involved parties. The Community Support Specialist shall provide ongoing input as soon as he/she has become acquainted with the person and his or her particular circumstances. The individual's preferences and unique learning style should be respected, as should his or her ideas about the skills being learned.

Areas of support might include, but are not limited to, any of the following: cooking, menu planning, shopping, laundry, cleaning, budgeting, check writing, banking, safety, coordinating medical appointments, using public transportation, accessing recreational or social activities and/or personal hygiene.

Community Support Specialist shall be responsible for submitting monthly progress reports which detail activities toward the goals and as well as objectives, monthly service documentation forms supporting units of service provided, and bi-monthly time sheets.

Other Responsibilities and Paperwork

Complete all required training (see above).

Maintain a positive professional relationship with the consumer.

Obtain and review the Bridges Employee Handbook and keep updated on any changes in policy or practice.

Particular duties vary according to the funding source.

Physical requirements: bending, reaching, light lifting, occasional assistance with client chores as needed.

Qualifications

- High school diploma or equivalent
- College degree preferred
- Reliable automobile, valid driver's license and current auto insurance

TRAINING REQUIREMENTS

(Training available through Bridges' Training Network)

Part 1- Must be completed before working with consumers.

- a. Clear background check (including checks in DMV, FCSR, OIG, Case Net & E-verify)
- b. Valid driver's license verified by Human Resources (rechecked by HR every 6 months)
- c. Proof of current auto insurance verified by Human Resources
- d. First Aid- required every three years
- e. CPR- required every year
- f. Signed HIPAA notice- required every year
- g. Med Level 1 is required for any staff actively participating in medication administration

Part 2- Must be completed within 30 days of hire:

- a. Abuse and Neglect- required every year
- b. Blood borne Pathogens- required every year
- c. Fire Safety- required every two years
- d. Job Hazards- required every two years
- e. Core Training for Adult/Children Service Providers- one time training
- f. Defensive Driving- one time training

If interested, please email your resume to working@bridgescss.com or fill out an application online and click submit.