

## **JEWISH RESIDENTIAL SERVICES**

### **Job Posting**

**POSITION:** Community Support Specialist  
**REPORTS TO:** Supportive Living Program Director  
**HOURS:** Part time – 20-25 hours/wk  
**LOCATION:** Scattered sites (Mobile)  
Base Location:  
2609 Murray Avenue  
Suite 201 Pittsburgh, PA  
15217

### **SUMMARY:**

The Community Support Specialist functions as part of a therapeutic team providing rehabilitative/support services to adults with psychiatric, intellectual and developmental disabilities in a community based supportive living program. The specialist assists participants in further attainment and maintenance of independent living, helping them to live, learn, work, and socialize as a valued member of the community.

### **RESPONSIBILITIES:**

1. Understand and implement/follow current ISPs of each participant and develop strategies that lead to the achievement of individuals' personal outcomes.
2. Demonstrate a person-centered practice and support each participant's choice in the activities, locations, and people with whom that person interacts on a daily basis.
3. Educate and coach participants in independent living skills such as self-care, maintenance and cleaning, budgeting, meal planning, shopping and social interactions.
4. Assist participants in making medical appointments and escorting them as needed.
5. Encourage participants to be engaged in their community in ways that are meaningful to them.
6. Coordinate with other members of participant's service team as needed.
7. Document rendered services in electronic case notes and submit all required documentation in a timely fashion, according to agency standards.
8. Participate in staff meetings, training, and one-on-one supervision as assigned.
9. Follow agency and program policies and protocols and adhere to HIPPA guidelines.

### **SPECIFIC POSITION REQUIREMENTS:**

1. Ability to transport participants in agency vehicles into the community for medical or other appointments.
2. Flexibility to work on call and occasional extended hours/holidays.
3. Use of discretion, tact and good judgment in handling sensitive and confidential information.
4. Strong communication and interpersonal skills, able to function as a collaborative team member.
5. Proficiency with mobile/computer based technology.
6. Ability to lift up to 25 lbs. and be mobile for majority of the day.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in social work or related field and one (1) year of related experience with individuals with intellectual/psychiatric disabilities.

A satisfactory current Pennsylvania Criminal History report is required for employment, as well as a valid PA driver's license, satisfactory driving record and proof of car insurance.

OR

Any equivalent combination of experience and training.

Interested candidates should submit resume and cover letter to Nancy Gale, Executive Director at [ngale@jrspgh.org](mailto:ngale@jrspgh.org).

Equal Opportunity Employer