



Community Support Specialist Pittsburgh, PA

Are you driven to find meaning and purpose in your work? Are you passionate about helping individuals with intellectual and developmental disabilities, or mental health diagnoses, to live as valued members of the community? At JRS, a human service agency in Squirrel Hill, that's our mission. Our organization offers a culturally rich, Jewish environment that is welcoming to people of all backgrounds, and the opportunity to make a positive difference in people's lives.

In this position the candidate will divide his/her time equally between two different settings, one of which is community focused and the other supporting individuals one on one. In both settings, the Community Support Specialist helps adults with intellectual or developmental disabilities, or mental health diagnoses, maintain or increase their independence.

Community Based Responsibilities:

- Assists residents living independently in three subsidized apartment communities for individuals with intellectual or developmental disabilities located in Squirrel Hill. Works with them in groups or one on one and supports their progress in developing and maintaining independent living skills according to their personal goals.
- Promotes and encourages residents' participation in social, wellness, educational and holiday activities, by planning and implementing a consistent schedule of gatherings according to residents' interests.
- Keeps regular office hours at the buildings. Develops and maintains resources related to local support agencies in order to provide referrals as needed.
- Facilitates monthly meetings of the Jewish Singles Social Network (a social club for adults with intellectual disabilities) and maintains financial and contact records.

Agency Based Responsibilities:

- Works one on one with agency participants, understanding and implementing the Individual Service Plans (ISP) of each participant and developing strategies that lead to the achievement of individuals' personal outcomes.



- Demonstrates a person-centered practice and supports each participant's choice in the activities, locations, and people that individual interacts with daily.
- Educates and coaches participants in independent living skills such as self-care, maintenance and cleaning, budgeting, meal planning, shopping and social interactions.
- Assists participants in making medical appointments and escorts them as needed.
- Encourages participants to be engaged in their community in ways that are meaningful to them.
- Coordinates programming with other members of participant's service team as needed.
- Documents rendered services in electronic case notes and submits all required documentation according to agency standards.
- Participates in staff meetings, training, and one-on-one supervision as assigned.
- Follows agency and program policies and protocols and adheres to HIPPA guidelines.

Essential Competencies:

- Self-motivated and resourceful
- Strong organizational skills
- Positive, enthusiastic, compassionate, and persuasive

Essential Qualifications:

- Bachelor's degree in a human service field and at least 1 year of experience working in a direct service capacity or,
- A combination of work or equivalent level of education, work and/or life experience.
- Knowledge of Jewish traditions and culture is a plus, not required.

This position is full time. Must be available to work two Friday evenings each month, and occasional holiday hours.



JRS offers a competitive benefits package including Paid Time Off, health insurance, retirement plan, tuition reimbursement and professional development opportunities.

Valid driver's license and personal vehicle, acceptable driving record, criminal clearances required.

Interested applicants should send resume and cover letter to Nancy Gale, Executive Director at ngale@jrspgh.org.

JRS is an Equal Opportunity Employer.