



Tri-Cities

For people with intellectual and developmental disabilities

Achieve with us.

Job Title:	Community Access Specialist
Reports to:	Program Manager – Adult Day Programs
Position Type:	Part-Time (up to 30 hours) or Full-Time (30-40 hours)

Job Description

Job Purpose:

- The Community Access Specialist provides Community Access services for adults with intellectual and developmental disabilities.

General Duties:

- Create and maintain person-centered plans (PCP) for assigned clients
- Research activities and community connections suitable for each individual clients' PCP
- Ensure appropriate level of care is provided to each assigned client, including behavioral and crisis intervention
- Complete detailed daily and monthly tracking for each assigned client, submitted on time
- Write and update 6-month and annual plans and client reviews for each assigned client
- Report on goal and objective attainment during annual assessment meeting for each assigned client
- Provide direct service support for each individual client
- Maintain open and effective communication with participants, staff, families, referral sources, residential providers, and any other supports set in place
- Independently manage client calendars
- Independently maintain personal time-management and mileage maintenance.
- Maintain up to date and accurate information for all client files
- Track and analyze participants' progress on goals, attendance, and behavior support plans
- Assist Program Manager in contract maintenance

Other Program Responsibilities:

- Ensure equipment, supplies, and facility are in good condition
- If using personal vehicle, maintain safety standards for inspection every 6 months and provide up-to-date proof of insurance
- Assist Program Manager with additional duties as needed

Qualifications and Educational Requirements:

- Associates degree in Human Services or related field (Bachelors’ degree preferred)
- Experience working with adults with developmental disabilities
- Demonstration of creativity, resourcefulness, and a high standard of customer service
- Able to pass DSHS background check
- Able to pass drug screen
- Physically able to lift 50 lbs.
- Demonstration of proficiency with Microsoft Office software
- High level of demonstrated organizational, written, and verbal skills
- Flexible schedule

Preferred Skills:

- Knowledge and skills to handle a variety of client behaviors under a variety of circumstances
- Knowledge of community resources
- Typing: at least 35 wpm
- Ability to organize activities and multi-task at high-level of productivity
- Ability to develop and maintain a professional working relationship with clients, families, volunteers, providers, co-workers, and managers

Last Updated By: Megan Fort	Date: January 11, 2016
Management Review: Megan Fort	Date: January 11, 2016

Staff Signature

Date