

## Support Specialist Job Description

Experience working with adults with challenging behaviors, with intellectual and/ or physical disabilities is preferred. Duties will include teaching and supervising clients in their daily activities  **routines**, implement and execute individual program plans, document client progress, and aware of needs and situations, while ensuring the safety and wellbeing of the clients. The successful candidate will be able to develop and maintain professionally appropriate relationships with each client. They should maintain positive working relations with staff and other related persons to ensure services are delivered in a smooth and effective manner. Each worker is required to operate in a manner that promotes a team-oriented atmosphere. Strong communication skills and highly reliable

Job Duties will include but not be limited to the following:

- Be familiar with individual clients' programs, health and behavioral issues, and other pertinent information
- Carry out any additional responsibilities which may be assigned.
- Participate in meetings and training sessions as directed.
- organize and carryout classes and activities for small groups
- document activities
- do moderate housekeeping
- may be asked to provide transport to various locations for field trips
- follow behavior support plans SAMA
- implement **therapeutic [what is this]** intervention as required
- willing to cook is a plus

Working Conditions:

- Walk/Stand --Drive up to 2 hours--Bend/Stoop--Balance -Lift, carry, **transfer up to 50lbs**

Supervision requirements are as follows:

Employment Qualifications:

- High school diploma
- Possess a valid driver's license and have an acceptable driving record- Must provide a current copy of your driving record
- This position must clear a criminal history background check
- Basic computer skills
- Positive and helpful attitude

Clubhouse Hours: Monday through Friday, 7:30am to 6:30pm.

Ordinary working hours for Support Specialist are Monday through Friday,

- Job Type: Full-time  
Early Shift 7:30 am to 4:00 pm with 30 min lunch  
Late Shift 11:00 am to 6:30 pm with 30 min lunch
- Job Type: Part-time  
Early Shift 7:30 am to 1:00 pm with 15 min break  
Late Shift 1:00 am to 6:30 pm with 15 min break
- **Salary: \$10.00/hour or Contract: \$11.00/hour**

Benefits

- Ongoing paid training (SAMA, First Aid, CPR, MHMR Guide lines)