

**SYCAMORE SERVICES, INC.
POSITION DESCRIPTION**

TITLE: Community Consultant

DEPARTMENT: Day & Community / Residential Services

JOB ANALYSIS CONDUCTED: February 1999 **REVISED:** April 2017

Note: Statements included in this description are the essential functions of this position.
Other non-essential functions may be assigned.

Relationship

Reports to: Director of Day & Community Services, Director of Residential Services, Program Coordinator, Service Coordinator

Supervises: None

Other Internal contacts: Other Staff, Participants

External contacts: Parents/Guardians, Advocates, Case Managers, Other Providers, Businesses, Community Members

Work Environment: 10% Office; 90% Community/Residential

Scheduled work hours:

Job Summary

Assist persons with disabilities in pursuing their personal futures and goals through residential supports, volunteer opportunities, and community interaction. Assist with planning, coordinating supports, providing direct supports, and developing and maintaining relationships. Monitor support plans. Provide flexible assistance as the needs of the individual changes. Assist and support people with disabilities in gaining citizenship, involvement in their communities, and the development of friends and services outside the human service system.

Job Qualifications

- A. High school diploma or demonstrated equivalent competency required.
- B. 18 Years of age or older.
- C. Experience working with persons with disabilities in the community preferred.
- D. Excellent people and communication skills required.
- E. Ability to work flexible/non-standard hours.
- F. Ability to lift a minimum of 35 pounds; upper body leverage strength required.
- G. Valid driver's license and dependable transportation.
- H. Ability to keep accurate documentation.
- I. Knowledge of community and community activities preferred.

Essential Functions

- A. Planning
 - 1. Provide input in the planning process among the Interdisciplinary Team.
 - 2. Assist in development of budgets and schedules as needed.
 - 3. Assist in the development of the Individual Service Plan (ISP), which outlines the goals and activities of the individual.
 - 4. Provide on-going monitoring of the plan to ensure success.
- B. Communication
 - 1. Act as a liaison between the support services to ensure the responsiveness to each participant's needs.
 - 2. Assist with the development of relationships within the community for the participant.
 - 3. Assess the satisfaction of participants and their families of services provided.
- C. Facilitating
 - 1. Coordinate the efforts of self and others toward the goals developed in the Individual Service Plan.
 - 2. In a proactive manner, develop and coordinate alternative plans to ensure supports.
 - 3. Help develop opportunities for the dreams and visions of each person.
 - 4. Ensure individual's dignity and choice in planned efforts,
- D. Instruction
 - 1. For each person assigned, directly provide or locate education and training in areas identified through the planning process.
 - 2. Use systematic instructional techniques, natural and planned supports and other techniques to help the individual achieve success.
 - 3. Provide instruction in areas such as: cooking, banking, personal budgets, job skills, leisure skills, self-advocacy.
- E. Supports
 - 1. Ensure the safety and well being of participants while in your care.
 - 2. Assist with medication administration, as necessary.
 - 3. Provide assistance to meet daily living/working needs and to ensure adequate functioning within living/working environments.
 - 4. Assist with personal maintenance (e.g., grooming, toileting) as needed.
- F. Sycamore Services Team
 - 1. Promote and uphold the agency's mission statement.
 - 2. Promote a sense of team through mutual respect and assisting co-workers as needed.
 - 3. Work with a variety of individuals in different settings.
 - 4. Work a flexible schedule with non-standard hours.
 - 5. Maintain all required documentation and needed data.
 - 6. Maintain accurate time/billing records and submit as supervisor requests.
 - 7. Perform other duties as needed.



Approved

4-28-17
Date