

Job Title: Community Support Specialist
Department: Community Engagement Services
Posted: May 25, 2017
Wage: 12.00-12.61



Helping people live
their greatest lives

Are you looking for an opportunity to make a difference in the lives of people who have disabilities? Are you interested in social justice and advocating for personal and civil rights alongside people whose voices have historically been ignored? Are you a creative and passionate person looking to work for a dynamic organization with practices that are leading change in our industry? If you said YES to any of these, you may be just the person we are looking for to step into this role! Full benefits package including 120 hours of paid time off in first year (increases annually) and 7 paid holidays.

Essential Responsibilities:

- Plan and implement daily activities for groups of up to 8 adults with developmental disabilities, including:
 - Volunteer, recreational and/or educational groups
 - Providing transportation using a vehicle provided by Community Involvement Programs
 - Documenting and communicating activities and individual progress
- Drive scheduled routes and provide transportation to individuals' places of employment:
 - Using a CIP vehicle
 - Using a CIP-issued cell phone to communicate
 - Assist with lifting and also provide physical assistance when needed
- Communicate using email, phone and text to coworkers and management:
 - Use Gmail and Google calendar on a daily basis, learn new 245D licensing standards, be able to learn various operating systems, online databases, and online time keeping systems
- Attend on-going training for CPR, First Aid, medication administration, paperwork and other duties as assigned.

Credentials/Qualifications:

- Support Community Involvement Program's mission: As listeners, learners, and leaders, we will stand with and support people with disabilities in their communities as they pursue their personal dreams and goals.
- Support the integration of adults with disabilities in our community by planning community activities and assisting people in getting to the activities, or their jobs, safely and on time.
- Have a valid driver's license
- High School diploma or GED required
- Good written and oral communication skills
- Be able to lift and provide physical assistance to program participants
- Must pass a Department of Human Services background study.

Work Environment:

The employee in this position typically works the majority of the time in the community setting. Candidates will be expected to work generally Monday – Friday, daytime hours, with some flexibility based on program needs. The person in this position will work 40 hours per week

How to Apply:

Send resume and cover to Shauna Cropsey: scropsey@cipmn.org or fax to 612-353-4671