

PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
POSITION DESCRIPTION

Position Title: **Community Supports Specialist**

Department: Community Supports

Location: 5720 State Route 345, New Lexington, Ohio 43764

Supervisor: Community Supports Director

Normal Working Hours: Full-time, 40 hour work week, daily schedule approved by supervisor

FLSA Status: Non-exempt, Overtime Eligible

Classification: Classified Civil Service

Salary Range: Range 10 starts at \$ 16.25 / hour

Safety-sensitive: Yes

### **SUMMARY**

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The Community Supports Specialist (CSS) an operational position within the Perry County Board of Developmental Disabilities (PCBDD), meaning its primary role is to carry out daily responsibilities to create the highest level of efficiency possible to meet the expectations and needs of customers.

Under the general guidance and direction of the Community Supports Director (CSD), the responsibilities of the CSS include coordination of teams using a holistic, wrap-around approach to services through all Perry County entities, agencies, and organizations utilizing person-centered family planning and principles. The focus of the CSS is to enhance the development of children and families with difficult needs, to increase the skills needed to live in the least restrictive and most supportive culture and environment.

Coordination and collaboration by the CSS shall include but not be limited to the following: documentation, processes, training, scheduling, and analyzing data.

The CSS shall use available resources and facilitate training efforts for families, people receiving supports, and Behavioral Support Technicians (BST). The CSS shall also serve as an Academy for Leadership Abilities® Facilitator (ALA) at identified respective ALA sites.

### **MINIMUM QUALIFICATIONS / EDUCATION / EXPERIENCE**

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- Bachelor’s degree in Psychology, Education, Social Work or related field
- Must acquire and maintain Ohio Department of Developmental Disabilities (DODD) Service and Support Administration (SSA) certification
- Preferred direct experience using behavioral support techniques; implementing strategies and/or plans with people with developmental disabilities; and/or implementing risk reduction strategies or plans
- Experience presenting and training others on person centered principles and techniques is a plus
- Experience working with Medicaid related programs
- Valid driver’s license with acceptable driving abstract to meet criteria for insurability. Driving is an essential function of the position
- Ability to obtain substitute teaching certifications though Athens/Meigs Educational Service Center (AMESC) and Muskingum Valley Educational Service Center (MVESC)
- Training in Person Centered Thinking, Trauma Informed Care and Good Life

## **KNOWLEDGE / SKILLS / ABILITIES**

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### **Knowledge of:**

- Systems and resources used to treat the whole person using a holistic family approach to wellness. This includes working relationships with SSAs, providers, parents/guardians, people receiving PCBDD services, DODD, Mid-East Ohio Regional Council, Perry County Courts (and other county courts as deemed appropriate), Perry County Children Services, Perry County School Districts, mental health agencies, and other local agencies
- Agency, state, and federal statutes, rules policies, regulations and/or procedures governing behavioral supports

### **Skills in:**

- Microsoft Office products including Word, Power Point and Excel
- Excellent verbal and written communication for effective interaction with internal and external customers
- Human relations and establishing positive rapport with all agencies, service providers and staff
- Competent documentation and proven proficiency in accessing various data information systems
- Public speaking and presenting in front of large groups

### **Abilities to:**

- Effectively and efficiently define problems, collect/synthesize data, establish facts and draw valid conclusions. Provide all relevant information to identified community supports teams for services.
- Meet deadlines established by policy and procedures
- Generate and maintain effective records and documentation, as necessary
- Exercise flexibility and capacity to serve and fulfill various roles and responsibilities within the ALA program, not limited to roles and responsibilities outlined in this position description.
- Ability to develop and maintain positive and professional effective working relationships with people receiving PCBDD services, employers, supervisors, providers, courts, managers, and the general public
- Maintain confidentiality of records, information, and program matters
- Coordinate and collaborate with BSTs

## **PROBATIONARY PERIOD**

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300 Days

## **WORKING CONDITIONS**

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Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – 30% on-site, in office, 70% travel and mobile work commitments. Availability and accessibility by phone and email is essential. May be required to transport people utilizing personal vehicle and/or agency vehicles. Regular and frequent travel necessary to support mobile working duties, processes, and responsibilities. May be required to travel out of county. Expected to work as scheduled.

Work Pace – Self-paced (40 hours per week), typically Monday through Friday, as assigned by supervisor. Daily schedule must be flexible with the availability to work outside normal business hours and regular, including evenings and weekends. Regular and routine attendance is an essential function of the position. This position regularly requires control of own schedule while adhering to high-functioning team and department expectations.

Physical Demands – Position requires frequently alternating between sitting, standing, and walking. May require long periods of sitting, specifically in meetings or in front of a computer screen. May be required to physically lift up to 50 lbs. Must be able to physically lift, carry or move people in a safe manner, according to in-service training. This position also requires physical demands that may include self-defense tactics and trainings.

### ***POSITIONS SUPERVISED***

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None

### ***ESSENTIAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS***

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#### **60% Community Supports and Holistic Wrap-Around**

##### ***Collaboration***

Assist referred/identified children, families, and adults in a holistic approach to wrap-around all services, including family members, to increase the value and lives of those supported by PCBDD.

Analyze data and provide documentation, information, and assessments to the Community Supports Team for review and recommendations.

##### ***Training***

Provide and/or coordinate training for providers, families, or kinship support systems. Training may include but not be limited to person-centered strategies, tools, and resources for the child(ren) and their family as they transition their child(ren) back to the home from an outside agency or other situation (Intermediate Care Facility, Specialized Instructional Facility, Foster Care etc.)

Provide and/or coordinate training to the child’s team on different approaches to assist with increasing skills, providing coping methods, and enhancing family culture.

##### ***Coordination***

Coordinate services with various agencies and providers that are specific to the needs of the child(ren) and family.

Coordinate the activities of the BSTs, including scheduling and program oversight.

Coordinate efforts with Perry County partners to ensure effective implementation of services.

Actively participate as a contributing member of the Perry County Family and Children First Council.

**20% Academy for Leadership Abilities® (ALA)**

Serve in the capacity of an ALA Facilitator, as assigned. Aid students in understanding subject matter and curriculum, and provide the skills required for programmed lessons, as necessary. Serve as facilitator in respective ALA sites, as requested or directed.

Complete and maintain timely and appropriate documentation related to ALA activities.

**15% Service Coordination**

Develop family support plans and identify specific trauma informed strategies or wrap-around services that are incorporated into a documented treatment plan for the family.

Facilitate and coordinate appointments, as necessary for the family.

Assist children, adults, and their families in evaluating the effectiveness of the services and supports provided, and make adjustments, as appropriate. Maintain necessary records and reports in a timely and accurate manner consistent with agency and regulatory standards. Complete input of targeted case management (TCM), and other billing streams.

Maintain case notes; evaluate documentation of other providers, and ensure services are provided as specified in the plan.

**5% Miscellaneous**

Attend meetings, conferences, workshops and trainings related to the position to stay current with trends in behavioral support.

Maintain active participation in continuing education and career development activities and programs.

Fulfill and support other duties as appropriate and assigned by the CSD, designee, and/or the Superintendent.

***DECLARATION***

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As a Perry County Board of DD employee, the job incumbent shall comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

I have read these position description qualifications/requirements for this position, and to the best of my knowledge, I believe I can perform these duties.

Signature

Date