

		
	<b>Title: In-Home Support Specialist</b>	
<b>Position Classification</b>	<b>Pay Family: Community Support</b>	<b>FLSA Status: Non-Exempt</b>
<b>Description</b>	<b>Pay Grade: 1</b>	<b>Benefit Eligibility: None</b>
<b>Employee Name (print):</b>		
<b>Employee Signature:</b> (I have received a copy of this job description and my supervisor has reviewed it with me)		<b>Date:</b>
<b>Supervisor Signature:</b>		<b>Date:</b>
<b>Director of Community Support Signature:</b>		<b>Date:</b>
<b>Executive Director Signature:</b>		<b>Date:</b>
<b>Date Position Description Last Reviewed: 6/01/17</b>		
<b>Date Position Classification Last Reviewed: 6/1/17</b>		

The following is a composite representation of the responsibilities for the respective job title. It is not intended to cover all possible job requirements or job factors of the titled position. Lines of supervision and reporting are as shown on the organizational chart.

## **DEFINITION**

Under supervision of the In-Home Supervisor, this position evaluates, plans, implements and monitors areas of instruction and training for people with intellectual and developmental disabilities to maximize independent functioning. The In-Home Support Specialist is responsible for individual program implementation, records documentation and parent/family contact. Works one-on-one with individual in accomplishing ISP goals and to develop independence in activities of daily living. This position is usually part-time.

## **JOB EXPECTATIONS AND ESSENTIAL FUNCTIONS**

- Implement the Individual Service Plan (ISP) as written for consumer.
- Assist consumer in developing independence in activities of daily living, math functions, writing skills, counting money, meal preparation and social interaction.
- Accompany consumer in community and public outings and related activities.
- Complete required reports, forms and other documentation as required.
- Maintain client records in the Electronic Health Record and administrative records as required.
- Provide transportation to fulfill objectives in the ISP.
- Utilize the person-centered service model in working with the consumer.
- Assists individual in connecting with community resources, individuals and volunteer activities.
- Establish and maintain effective working relationships with individuals, organizations, and other agency personnel.
- Report any behavior issues with a consumer.
- Attend periodic training and other staff meetings as scheduled.
- To perform other assigned duties as necessary within established policy and procedures.

## **REQUIREMENTS**

### **EDUCATION**

High School Diploma or GED

**EXPERIENCE**

Non-specified, but previous experience working with individual with intellectual or developmental disorders

**LICENSE(S)**

Position will be required to possess a valid Virginia driver's license

**PRE-EMPLOYMENT**

Must submit to pre-hire criminal background check

**KNOWLEDGE AND ABILITIES**

- Knowledge of educational and training needs of people with intellectual and developmental disabilities with knowledge in instructional, training, and teaching techniques.
- Knowledge of consumers with intellectual and developmental disabilities and behavioral situations.
- Knowledge of behavioral management methods.
- Knowledge of Goochland, Powhatan, and surrounding areas to plan effective routes in planning the pick-up and return for the assigned consumers
- Knowledge of Goochland Powhatan Community Services policies and procedures.
- Ability to complete daily reports.
- Ability to perform normal math functions.
- Ability to safely operate a vehicle.
- Ability to work with persons with disabilities and handle a variety of behaviors.
- Ability to tolerate verbal and possible physical abuse while remaining calm, attentive, patient and maintaining a professional demeanor.
- Ability to adapt to frequent changes in job sites, job duties, and assigned individuals.
- Ability to work independently, take initiative, and make emergency judgments.
- Ability to handle emergency situations without direct supervision.
- Ability to perform appropriate crisis intervention involving consumer behavior.
- Ability to have patience with consumers and consumer's family members or guardians.
- Ability to communicate with consumers and consumer's family members or guardians.
- Ability to complete required training, including Crisis Intervention/Emergency Behavior Support and in-service First Aid and CPR training.
- Ability to work under pressure; meet inflexible deadlines; set priorities; and deal diplomatically with difficult individuals.
- Ability to access internet and use appropriate applications including Microsoft Word and Excel.
- Ability to maintain confidentiality of consumer's information.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**ENVIRONMENTAL CONDITIONS**

Work environment will typically be working in consumers' residence, in the community (inside and outside activities) and will include exposure to road hazards usually experience in driving in rural, county surroundings, interstate highway driving, including exposure to

weather and temperature extremes that may affect driving conditions as well as walking to assist passengers. May involve exposure to aggressive verbal and physical behavior, and exposure to infectious diseases from others.

Sitting: 15%; Standing/Walking 65%; Driving: 20%

Average Weight Required to lift or carry at any one time: 150 pounds or greater assisting a wheelchair consumer in and out of chair occasionally.