

The Arc Noble County Foundations

Job Description: Community Coordinator/DSP/Job Coach

Essential Job Functions: The Community Coordinator/Job Coach will coordinate community or facility services for individuals while embracing the agency's mission and vision. The Community Coordinator/Job Coach will empower each individual to direct their own life choices. Job duties may include, but are not limited to, the following:

- Support each individual to achieve their personal goals by encouraging choices and independence;
- Encourage each individual to discover their best life in context of their community and a vocational path;
- Develop opportunities to include each individual in the community to the fullest extent possible;
- Provide direct support, positive direction and assistance to each individual as outlined in each individual's Person Centered Individual Support Plan (PCISP), risk plans and in cooperation with the individual's team;
- Ensure health and safety by following all health, safety and emergency procedures while encouraging individuals to do the same;
- Assist an individual with personal care, when necessary;
- Assess and instruct each individual in the performance of tasks such as independent living skills, vocational preparation and work;
- Ensure each individual exercises rights and rights are not restricted without due process;
- Ensure each individual is treated with dignity and respect;
- Complete all applicable documentation;
- Provide transportation, as necessary, to individuals supported by the agency; applicant please initial here: _____;
- Work in various locations;
- Work irregular hours (if necessary) to accomplish workload; including driving open van routes; and
- Assist the Employment Services team as needed
- Cross train to provide both waiver services and employment services
- Complete other duties as assigned.

Qualifications: Must be 18 years of age and meet the physical demands, and other competencies as further outlined in this job description.

Certificates, Licenses or Registrations: As applicable, must possess a valid driver's license and good driving record as defined by the agency's policies. Must have access to a vehicle in sound operating condition and proof of current auto insurance. Must have clear background checks and certifications as defined by regulations and policies. Must pass Passenger Assistance Training (PAT) if driving agency vehicles, when applicable. Must Pass Passenger Assistance Training (PAT) if driving agency vehicles (if applicable). Must pass, obtain, and maintain the Home & Community Support Professional Certificate through the Indiana Family & Social Services Administration. This position does not pass any medications. Must complete and pass any trainings as specified by the agency.

Physical Demands: Ability to do daily standing, bending, and lifting, to sit for long periods of time and to secure wheelchairs in accessible vehicles.

Other Competencies (skills, abilities, behavior): The successful candidate will be punctual, flexible in respect to hours of work, work location and changing conditions, manage diverse relationships, plan ahead, problem solve, work as a team, demonstrate an interest in and empathy for individuals, and successfully complete and apply all training.

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Supervisor: Agency Director or Manager as assigned

Created 3/24/2023 Addresses change due to agency transformation. Updated 7/12/2024 to reflect cross training. Revised by management team 1/30/2025 to reflect no longer requiring high school diploma/GED & addition of PAT training. Updated by CEO 07/22/2025 to requirement of PAT training only when applicable. Updated by CEO 07/30/2025 to add requirement of HCSP certificate and trainings specified by the agency. Revised by the CEO July 2026 to reflect this position does not pass medications to align with the new requirement of the Home & Community Support Professional Medication Administration (MedAdmin) training and presented to the Board August 2026.

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Receipt of Job Description

I, _____, have received the job description for Community Coordinator/DSP/Job Coach.

Signature: _____

Signature of direct supervisor: _____

Date: _____

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