

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: High School Diploma or GED; 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.

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.

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.