



**The Arc of Shelby County, Inc.  
Position and Description**

**Position Title:** Community Living Specialist I (Full Time)

**Reports:** Director of Community Living

**Location:** Primary Office Location, but Occasional Field Work

**Standard Hours:** Typically Standard Office Hours, but Occasional After Hours

**Classification:** Non-Exempt; Hourly

**Provides Supervision To:** NA

**SUMMARY OF PRIMARY JOB FUNCTIONS:**

The Community Living Specialist performs an array of activities on behalf of individuals with developmental disabilities and their families

**A. RESPONSIBILITIES – ESSENTIAL FUNCTIONS**

**1. Case Management and Advocacy Services**

- a. Assist in maintaining agency resource guide.
- b. Assist in future planning and problem solving.
- c. Assist with S.T.A.R. intakes and entering of basic demographic information into Therap.
- d. Assist with researching agency/community gap services and developing creative ways to address those gaps.
- e. Develop creative alternatives to meet individual and family needs.
- f. Assist families as needed with applying for public benefits and community resources.

**2. Outreach**

- g. Attend and participate in community fairs, events, etc. to bring awareness of services provided.
- h. Assist with developing and implementing parent support groups.
- i. Follow up, as needed, with former agency participants to determine any new needs.

**B. ANCILLARY FUNCTIONS**

- a. Identification of community and state programs, organizations and agencies that can be accessed to provide services and supports to families and work in partnership with those programs.
- b. Identify and utilize advocacy resources available at local, state and national levels for persons with developmental disabilities.
- c. Monitor as needed to ascertain any additional concerns or needs.
- d. Maintain necessary records and files, including use of Therap data system.
- e. Other duties as assigned.

**C. WORK ENVIRONMENT**

This job operates primarily in a professional office environment with varying noise levels and interruptions. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinet, postage machine and fax machine. This position also provides supports in various community settings—schools, homes, other professional settings.

**D. PHYSICAL REQUIREMENTS**

While some of the duties are sedentary, there may be times that require lifting and carrying or equipment, materials, etc. Ability to perform duties in variety of community settings, including private homes, community based facilities and other various sites.

**E. QUALIFICATIONS/EDUCATION**

- a. At least a Bachelor’s degree in human service field;
- b. Possession of a valid driver’s license and reliable vehicle in order to serve individuals in the community.
- c. Proof of acceptable levels of automobile insurance.
- d. Demonstrated knowledge of agencies and systems in the community.
- e. Experience working with individuals who have developmental disabilities in a capacity assisting with resource development or care coordination.
- f. The ability to maintain First Aid and CPR certification.
- g. Ability to perform duties in a variety of settings, including professional situations, private homes, and other agencies.
- h. Computer skills, including word processing, excel and database functions.

**F. COMPETENCIES**

- a. Excellent oral and written communication skills, including public speaking and reporting.
- b. Ability to function in a flexible, ever-changing environment.
- c. Belief in inclusiveness in all community settings.
- d. Ability to work with a minimum of supervision.
- e. Detail oriented.
- f. Ability to work as a contributing team member and/or team leader.

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Employee Signature

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Date

Revised: 3-29-17