



## Community Support Specialist Job Description

Community Choices is a nonprofit human service cooperative. Our mission is to partner with people with developmental and intellectual disabilities in Champaign County in their pursuit of independence, opportunity, and choice by offering quality, self-directed supports and services.

**Job Summary:** Community Choices is seeking a full-time Community Support Specialist to work with individuals with I/DD receiving Home Based Support (HBS) services and offer enhanced support to the Community Living Department. The Community Support Specialist will be responsible for supporting individuals with I/DD and their families to use their Home Based Support budgets to support a community-based life. This involves helping to find and connect them with personal support workers, identifying community resources, coordinating services, and working to design personalized alternative housing arrangements. They will also be expected to work with a team to develop models of supports and systems for individuals with Intellectual and Developmental Disabilities looking to live in community settings.

### **Essential Duties and Responsibilities:**

#### *Home-Based Services*

- Maintain strong relationships with participants and their families in order to identify available resources and opportunities
- Support each individual to use and manage their monthly support budget to support their goals
- Manage paperwork related to each person's Home Based Support services including: Personal Support Worker enrollments, budget form updates, Personal Centered Plans, Timesheet troubleshooting, etc.
- Actively seek out Personal Support Workers for specific individual needs and to be part of a personal support worker database
- Stay up to date on changes to Illinois State Developmental Disabilities Services and work with the Executive Director to evolve Community Choices Self-Direction Assistance model
- Develop tools for participants and families to better understand how to use HBS services and communicate system changes
- Maintain detailed records of services and manage individual files

### *Enhanced support for Community Living*

- Collaborate with CC Staff in the development of life skill classes for participants with I/DD
- Develop and execute progressive systems and approaches to meet the needs of individuals and families using Home Based Support funding
- Work with individuals and families to develop a process for individuals moving out of their family homes with the support of HBS funding
- Develop formal partnerships with local organizations and groups
- Support Community Choices members at social opportunities and co-op events on some evenings and weekends

### **Qualifications:**

- Bachelor's degree in human services or related area – **REQUIRED**
- 1 year experience working with individuals with developmental disabilities – **REQUIRED**
- QIDP qualification – **PREFERRED, but will train**
- Excellent organizational skills and the ability to juggle the needs of multiple individuals
- Excellent communication skills and the ability to work with participants and families who are overwhelmed with their situation
- Strength-based thinking – able to focus on individual's abilities and assets
- Ability to manage a large group of people in a community setting
- Valid driver's license, vehicle in working condition, vehicle insurance
- Proficient in Microsoft Word, Google Docs/Sheets
- Excellent phone and email etiquette
- Comfortable using social media

**Candidates will be reviewed and interviewed as applications are received. The position has a flexible start date.** Please send a resume, cover letter, and two references to Becca Obuchowski at [becca.communitychoices@gmail.com](mailto:becca.communitychoices@gmail.com).

Please do not hesitate to reach out to Becca with questions about the position or to get more information.