

601 Senior Drive, New Lexington, Ohio 43764  
**Phone:** 740-342-3542  
**Fax:** 740-342-1081

**TITLE: COMMUNITY SUPPORTS COORDINATOR**

<b>DEPARTMENT:</b> Community Supports	<b>POSITIONS SUPERVISED:</b> None
<b>LOCATION:</b> 601 Senior Center Drive, New Lexington	<b>SALARY RANGE:</b> TBD
<b>SUPERVISOR:</b> Community Supports Supervisor	<b>FLSA STATUS:</b> Non-exempt, Overtime Eligible
<b>NORMAL WORKING HOURS:</b> Generally, 8:00AM – 4:00PM, Monday through Friday. May be required to flex schedule, but not routinely work more than 40 hours per week. Schedule may vary as determined by supervisor and may include evening and weekend commitments.	<b>CLASSIFICATION:</b> Classified Civil Service
<b>PROBATIONARY PERIOD:</b> 300 days	<b>SAFETY SENSITIVE:</b> No

**SUMMARY OF POSITION:**

The Community Supports Coordinator (CSC) is an operational position within the Perry County Board of Developmental Disabilities (PCBDD), meaning its primary role is to carry out daily responsibilities to create the highest level of connections possible to meet the expectations and needs of customers.

Under the direct supervision and guidance of the Community Supports Supervisor (CSS), the CSC is responsible to serve as a resource, assist in development opportunities, and facilitate community connections including but not limited to the Academy of Leadership Abilities®, Supported Decision Making, Pioneering Possibilities®, and PCBDD Summer Camp. The CSC assists people to develop responsibility, accountability, independence, leadership, and self-sufficiency (RAILS).

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Successful candidates must meet these requirements; reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

- Bachelor’s degree in education, psychology, social work, or related field.
- Minimum of two years’ experience working in the field of developmental disabilities.
- Excellent verbal and written communication for effective interaction with internal and external customers.
- Strong computer and technology experience including the use of Microsoft Office 365, web-based applications, and various technology systems; experience troubleshooting basic technology-related issues.
- Valid driver’s license with acceptable driving abstract to meet criteria for insurability, driving is an essential function of the position.
- Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information.

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## KNOWLEDGE, SKILLS, ABILITIES:

### Knowledge of:

- Applicable local, state, and federal laws, rules, policies, and guidelines pertaining to people with disabilities.
- Person-centered philosophy and principles.
- Local systems, community resources, and human services organizations who support people to be safe at home, at work, and in their community.

### Skills in:

- Excellent verbal and written communication for effective interpersonal relations and interaction with people served, SSAs, other staff, providers, stakeholders, and customers.
- Active listening and problem solving.
- Using a leadership approach to network and develop positive relationships with all community partners.
- Competent and timely documentation and proven proficiency in assessing various data information systems.
- Public speaking and presenting in front of large groups.

### Abilities to:

- Effectively and efficiently define problems, collect data, establish facts, and draw valid conclusions.
- Meet deadlines established by programming as well as policy and procedures.
- Exercise flexibility and capacity to serve and fulfill various roles and responsibilities outlined in this position description.
- Effectively and efficiently define and solve practical problems, negotiate and manage conflict, deal with a variety of concrete variables in situations where only limited standardization exists. Facilitate resolutions through natural supports, community supports, and other available resources.
- Effectively navigate web-based applications and various technology systems.
- Demonstrate sensitivity, respect, and dignity for diverse populations.
- Comply with the Bill of Rights for people with disabilities.

## EXPECTATIONS & WORKING CONDITIONS:

*Notice* – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

*Work Environment* – 30% in office, 70% travel and remote work commitments. Regular and frequent travel necessary to support working remotely. Routine travel is necessary requiring up to 1-2 hours in the course of the workday being spent traveling in a motor vehicle. May be required to travel out of county. Responsibilities and expectations are performed in a fast-paced, high functioning, and emotionally demanding work environment. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

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*Time Management / Work Pace* – Evaluate and prioritize tasks to maximize efficiency. Impose self-discipline to prevent wasted time in non-productive activities. Work Pace is directed and designated by worksite, caseload, or department needs requiring the ability to be self-motivated to plan and organize time and adhere to mandated timelines. May need to exercise flexibility to accommodate varying schedules within the Community Supports Department. Regular, predictable, and punctual attendance is an essential function of the position.

*Physical Demands* – May require sitting for periods of time, alternating between standing and walking. Significant time may be spent in front of a computer screen. May carry laptop, presentation materials, and other necessary supplies not to exceed 50 lbs.; physical labor may be required. May perform public presentations (standing for potentially long periods of time). Vocal communication is required. Visual acuity is required for preparing and analyzing written work or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

*Problem Solving / Decision Making* – Work with a proactive approach staying aware of all issues and taking appropriate actions to minimize and prevent issues from developing into problems. Utilize a combination of the PCBDD mission, vision, values, strategic plan, and applicable rules, regulations, and policies as a foundation for decision making.

*Communication* – Promote a welcoming and eager-to-serve atmosphere. Maintain open and respectful communication exercising professionalism as a representative of PCBDD in all external and internal communications, both written, oral, and in-person. Employ conscientious listening skills to truly understand the needs and wants of people, families, staff, providers, and the community.

*Teamwork* – Work collectively with all members of the team as a cohesive unit. Take initiative to lead while supporting and utilizing the individual strengths of each member. Provide and accept constructive criticism in a respectful manner. Work to promote the PCBDD philosophy and mission always.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

### **50% PROGRAMMING**

Assist with the development of programs including but not limited to Culture of Coordinated Supports, financial planning, Supported Decision Making, Pioneering Possibilities®, and the Academy for Leadership Abilities® using RAILS philosophy.

Facilitate and lead programs, enlist natural supports, and encourage people in designated programs to develop leadership roles in ALA curriculum and advocacy.

Monitor and track and document all work time with the effective utilization of activity logs, timesheets, and calendars, to meet funding and resources requirements identified by but not limited to Perry County Job and Family Services, and Title XX funding. Collect and analyze data to monitor and report for all programs as directed.

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Train and educate program participants, partners, community members, providers, and others as assigned.

**35% COMMUNITY CONNECTIONS SUPPORT**

Serve as a resource to assist people with developmental disabilities, their families, and/or providers in utilizing local resources and accessing assistance from community agencies. Connect with the community using integration without trying philosophies in the area of advocacy.

Promote independence to connect and help people develop natural supports. Promote independence by gradually phasing out of formal supports to allow for greater independence; promote and demonstrate a 'phantom philosophy'. Coordinate activities, programs, and community service events as decided by the PP group.

Coordinate and collaborate with Service and Support Administrators (SSAs), providers, families, and guardians regarding outcomes in ISPs and support people using the RAILS philosophy to complete community-based outcomes.

**10 % CURRICULUM DEVELOPMENT**

Provide professional support and insight to assist in modulating and developing materials or curriculum to be used during programming.

**5% MISCELLANEOUS**

Serve as mandated reporter and report concerns for people with developmental disabilities to ensure health and safety.

Maintain active participation in continuing education and career development activities and programs.

Fulfill and support other duties as appropriate and assigned by the Community Supports Director, designee, and/or the Superintendent.

**DECLARATION:**

As an employee of the Perry County Board of Developmental Disabilities, the job incumbent shall acknowledge, understand, and comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all people served by the agency.

I have read these position description qualifications/requirements for this position and to the best of my knowledge, I believe I can perform these duties.

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Signature

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Date