

Position Title: **Community Inclusion Facilitator**
Reports to: Service Coordinator

Overview: This position acts as a front line supporter to implement community based inclusion and employment services for individuals the agency serves. The Scope of the Community Inclusion Facilitator's responsibility encompasses all aspects of successfully implementing individualized, community based service plans in ways that maximize the independence and esteem of individuals served by the agency.

Community Inclusion Facilitators are required to implement support strategies, provide for health and safety needs and act as a mentor to the individuals they are assigned to serve. As the front line of the agency that interfaces with the community, they are expected to represent themselves, the individuals they serve and the agency in positive and professional ways.

Educational Requirements: HS Diploma or Equivalent Degree

Areas of Accountability:

A) Community/Employment Inclusion

- ✓ Participate as an active member of the individuals team, helping to develop community based goals
- ✓ Implement Individual Service Agreement goals and support strategies to assist individuals to realize their dreams
- ✓ Develop opportunities for the individuals they support to experience and become a member of their local community
- ✓ Assist individuals in their areas of need while emphasizing independence so they may successfully access their local community
- ✓ Act as a positive role model and provide mentoring to the individuals the agency serves and other staff
- ✓ Enhance the understanding of others so they may better include supported individuals in their lives
- ✓ Present the individuals they support and the agency in a manner that fosters good community relations
- ✓ Provide professional and positive representation for the agency while supporting individuals in the community
- ✓ Execute behavioral support strategies in ways that promote the individuals dignity and human rights

B) Documentation

Document Community/Employment supports and other required information to provide quality service and ensure compliance with regulator standards and funding allocation by:

- ✓ Track activities related to and progress towards Individual Service Agreement goals as outlined in the ISA or as directed by the individuals Service Coordinator
- ✓ File Incident Reports as necessary

- ✓ Accurately complete Time Sheets/Mileage forms
- ✓ Any additional documentation requested by the individuals Service Coordinator
- ✓ Submit all required documentation in a timely manner

C) Team Participation

- ✓ Attend service planning meetings as required
- ✓ Attend all mandatory staff/team meetings which may fall outside regularly scheduled days/hours
- ✓ Attend supervision meetings
- ✓ Effectively facilitate cross-training with other staff as required

Required Skills:

- ✓ Strong appreciation for diversity of strengths and needs, such that the CIF can adapt to work with a variety individuals
- ✓ Strong interpersonal and verbal communication skills
- ✓ Good judgment and independent decision making skills
- ✓ Ability to transport individuals in the community

Physical Demands:

- ✓ Ability to provide physical support to clients including, but not limited to, occasionally lifting or transferring clients, supporting clients while walking, lifting/pushing manual wheelchairs, supporting clients moving in and out of wheelchairs or vehicles, performing other physical tasks that utilize full range of motion.

Professional Expectations:

- ✓ Exhibit commitment to the philosophy of community inclusion, self determination and individualized growth for people with developmental disabilities. Exemplifies these philosophies to the community.
- ✓ Patient, insightful, respectful and compassionate approach to people with developmental disabilities, particularly while providing intense behavioral, emotional or personal care support.
- ✓ Utilize the team process to enhance the community experience for served individuals.
- ✓ Provide personal care, support with medical needs and medication administration, behavioral supports and other needed support in ways that enhance the individuals independence and dignity
- ✓ Communicate with individuals, family members, guardians, co-workers and community members in a professional manner that enhance relations for the individual and the agency.

Access to Information:

In accordance with all HIPAA requirements, Community Inclusion Facilitators have authorized access to the following documentation/ records:

- ✓ The complete consumer record set as necessary to fulfill job requirements.