



Champaign County Board of Developmental Disabilities

224 Patrick Avenue, P.O. Box 829, Urbana, Ohio 43078

Phone 937 653 5217 / fax 937 653 7516

NOTICE OF AVAILABLE POSITION

POSTING DATE: May 6, 2024

APPLICATION DEADLINE: Until Filled

POSITION: Community Living Specialist

QUALIFICATIONS: High School diploma or GED required. Minimum of two (2) years of experience working with individuals with developmental disabilities required. Experience working with minimal supervision. Ability to possess and maintain first aid and CPR certifications. Valid Ohio Drivers' License with satisfactory driving record. Satisfactory BCI/FBI and other ODoDD required background checks.

PROGRAM: Community Education and Outreach

SPECIFICATIONS: This is specialized work promoting connections, inclusion and growth opportunities to foster independence through community and recreation activities. Activities may take place in a variety of locations depending on the individual's abilities, needs and desires. This position works directly with individuals served by the Board of DD and will primarily provide opportunities for recreation and activities on evenings and some weekends.

DUTIES:

- Focuses on assisting individuals with developmental disabilities in pursuing recreational and community activities that are important and meaningful to them.
- Reviews Individual Support Plans (ISP's) to gather information to determine how best to support people in connecting with others.
- Creates, organizes and implements activities based on needs and desires of people served.
- Provides direct support, training and experiences for people served who are interested in recreational activities in a variety of locations, including residences, community partner locations and other settings.



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- Works closely with provider partners to determine the need for in-home recreational activities and/or experiences and determines the best ways to support those experiences. Communicates with county board and provider stakeholders to avoid redundancies.
- Works with Community Connections Facilitator to develop relationships with various community individuals and organizations to discover opportunities for connections for people served.
- Assists with set-up of transportation and support for individuals attending community events to initiate and foster relationships.
- Assists with the recruitment and/or training of volunteers for activities or events. May provide direction to or oversee volunteers and/or natural supports during activities.
- May provide assistance to the Champaign County Special Olympics.
- Completes all necessary documentation and provides referrals both internally and externally.
- Reports all Unusual or Major Unusual Incidents following appropriate policy and procedure.
- Performs other duties as assigned.
- As an employee of the Champaign County Board of Developmental Disabilities, the job incumbent shall comply with all policies at all times, and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals supported by the agency.

HOURS: Flexible Schedule - 40 Hours per Week/250 days

SALARY: \$15.03 to \$22.63, Based upon experience. Benefits include Public Employee Retirement System; medical, dental, vision and life insurance; paid sick, vacation, and personal leave.

CONTACT: To be considered, please submit a written letter of interest and qualifications to: Sharon Wheeland @ Champaign County Board of DD, P.O. Box 829, Urbana, Ohio 43078 s.wheeland@champaigncboard.org