

# COMMUNITY SUPPORT SPECIALIST

## **Job Summary**

Supervises developmentally disabled adults who reside in supported living situations by providing them support as needed in daily living skills.

## **Essential Duties**

- Provides assistance on an individual basis to each participant in all weak areas of daily living skills.
- Completes all paperwork associated with the Community Support Services program in a timely manner.
- Takes or helps participants arrange transportation to and from appointments.
- Seeks out all forms of generic assistance participants are entitled to.
- Attends in-service training as required.

## **Qualifications**

- Preferable only full year successful experience working with disabled individuals
- Must have high school diploma or equivalent
- Possess valid Indiana Driver's License and acceptable driving record