



Job Description

TITLE

Community Support Facilitator / Personal Attendant

DESCRIPTION

Being a Community Support Facilitator involves establishment of an effective relationship with the focus individual. This relationship serves as the foundation upon which services are provided and a network of support (both paid and non-paid) is developed. The Facilitator must have the ability to advocate for/with the focus individual, interacting with the family members, significant others, community members and other agency/professional staff. S/he must be able to work effectively as a member of a team or network, as well as independently.

The Facilitator will assist the focus individual who utilizes Life Works services to plan, coordinate, and evaluate the individualized direct support services, which the Facilitator actually provides. The actual responsibilities of each Facilitator are individually determined based upon the needs and interests of the focus individual and the particular skills, interests and strengths of the Facilitator. This position functions under the agency supervision of the Director and the Coordinator.

This position can be part or full-time and consists of up to 40 hours over the course of a week. Work hours must be flexible and include some weekends, evenings and/or early mornings.

RESPONSIBILITIES

80% or more of responsibilities

- Provide 1:1 support in the focus person's home, as well as in the surrounding neighborhood and community.
- Provide personal support (outside of IHSS) to the focus person.

20% or less of responsibilities

- Coordinate community living support services with any community employment support services.
- Encourage the focus person to participate in their home life to a degree that is healthy and safe.
- Facilitate the development and maintenance of a healthy, clean and safe home that meets the expectations of the focus person and enhances the chosen lifestyle of the focus person.

- Help each person you support to identify their unique gifts and encourage them to present them in the community and in their relationships.
- Initiate, coordinate, implement, and participate in person-centered planning processes in collaboration with the focus person and other support personnel.
- Function as an “anchor”, facilitating the development/enhancement of the focus person’s “paid” and “non-paid” circles of support.
- Advocates with/for the focus person, securing necessary generic community resources and supporting his/her participation in the community activities and groups in collaboration with others in the focus person’s network of support.
- Utilize sound judgment to promote the safety and well being of the focus person.
- Assist the person you support to manage both the ‘highs’ and the ‘low’ of their lives.
- Assist the focus person and his/her network of support in identifying/developing/implementing meaningful Individualized Support Plans.
- Develop and utilize individualized adaptations, as needed.
- Assist in “orientating” new staff/support persons to the focus individual.
- Participate in in-service trainings, workshops, and meetings, as requested.
- Write/Submit required documentation.
- Positively represent both the focus person and Life Works in the community.
- Other responsibilities may include assisting the focus person to interview/select in-home support workers, or other support personnel as deemed necessary by the Director or Coordinator.

Life Works Representative Date

Employee Date