



THE ARC OF CENTRAL ALABAMA JOB POSTING NOTICE

Job Title: Community Support Professional (Degreed)	Job Code:
Department: 39	FLSA Status: Non-Exempt
Reports to: Community Coordinator	
Work Schedule: Monday-Friday, 8:00am-4:30pm (Hours may vary)	

Job Duties:

- Encourage community participation and facilitate cultivation of friendship with individuals served
- Provide guidance and direction on social and judgement issues, health and safety issues, and other issues pertaining to activities of daily living and community integration of individuals served
- Arrange transportation to and from community experience outings
- Maintain all documentation of services rendered (ex: summary should reflect progress, outcomes, dates services were provided, barriers with implementation, achievements, projected planning goals, and concerns)
- Attend staff training and meetings as scheduled
- Perform other duties as assigned

Knowledge, Skills and Abilities Required:

- Bachelor's degree required
- Minimum of 1 (one) year of demonstrated expertise working with individuals with intellectual and/or developmental disabilities preferred
- Must have excellent written and verbal communication skills
- Must have excellent organizational skills
- Knowledge of appropriate documentation and standards per Alabama Department of Mental Health preferred
- Must have reliable transportation and valid Alabama driver's license; must be insurable by the agency insurance
- Must be able to pass pre-employment screening

Physical Requirements:

- Frequent standing, walking, hand dexterity, reaching with hands and arms, climbing or balancing, stooping; kneeling, crouching, crawling, and speaking and listening both near and long distances; Must have vision abilities that include close vision, distance vision, color vision and depth perception
- Occasional sitting required
- Frequent lifting and/or moving more than 100 pounds

Apply online at www.arcofcentralalabama.org/about/careers/ or apply in person at 5348 Oporto Madrid Blvd South; Birmingham, AL 35210

EOE/M/F/Vet/Disabled