



The Arc of Central Alabama: Job Posting

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

Job Duties:

- Encourage community participation and facilitate the cultivation of friendships/connections within the various communities of people 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 people served
- Arrange transportation to and from various places/businesses in the community and events within the community
- 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:

- Must have a high school diploma or GED; Associate degree preferred
- Must have at least one year of experience with demonstrated expertise in working with people with intellectual/developmental disabilities; An equivalent combination of experience and training is acceptable
- Must have the ability to mitigate and facilitate positive interactions/connections with the community
- Must have the understanding and ability to navigate/document various community services
- Must have excellent written and verbal communication skills
- Must have excellent organizational skills
- Must have reliable transportation and a valid Alabama driver's license; must be insurable by the agency's 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 in person:

Blount County 615 Fairgrounds Ave; Oneonta, AL 35121

Jefferson County 5348 Oporto Madrid Blvd South; Birmingham, AL 35210