

LAFAYETTE INDUSTRIES
POSITION DESCRIPTION



Job Title: Legacy Support Specialist

Department: Legacy

Reports To: Program Manager

Education: High School Diploma

Experience: 3+ years' experience working with adults with Intellectual and Development Disabilities

Job Summary:

The Support Specialist works in collaboration with the Lafayette Legacy Staff to provide consistent opportunities for individuals to connect with their communities and build skills necessary to increase independence and improve the quality of their lives. The Support Specialist assists with the delivery of program services that facilitate the achievement of goals identified in Individual Support Plans through activities, outings, and instructional opportunities geared towards functional and social emotional skills needed to actively engage their communities.

Skills & Qualifications:

- Proficient using Microsoft Suite
- Excellent oral and written communication skills
- Demonstrate organizational ability and attention to details
- Maintains confidentiality of all information about employees
- Supports individuals with Intellectual and Development Disabilities participate in independent and group activities both onsite and during community outings
- Assist Manager in developing activities that align with individualized cognitive, physical, social emotional and behavioral needs as they relate to individualized support plan goals
- Assist participants with individualized support needs including but not limited to sensory breaks
- Effectively supports all participant needs utilizing positive behavioral supports
- Maintains productive working relationships with external stakeholders and manages the development of community and employer partnership
- Effectively supports participants with personal care needs when required, while promoting dignity, independence, and respect
- Demonstrate Positive Behavior support strategies across all interactions with participants

Physical Demands:

- While performing the duties of this job, the employee must regularly sit, talk, listen, and respond.

- While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear.
- The employee is frequently required to stand and walk.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors.
- Occasionally, the employee may lift up to 50 pounds, such as, to lift files, papers, and equipment.
- The foregoing is not an exclusive list and the employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised.

Work Environment:

- The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate level with frequent interruptions.
- The employee continuously interacts with staff and the public. Travel may be necessary to various District buildings and/or sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position.

Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.