

Southwestern Community Services, Inc.

New Hope New Horizons

assisting people with developmental disabilities achieve their
hopes and dreams...

We are looking for a few hard working, fun-loving, conscientious people to join our team on
a part-time basis

Community and Employment Specialist

Provide direct support to people during their day program implementing individual service
plans - community involvement and assistance with ADL's - 20 -30 day and evening hours
per week.

Outreach – part-time positions

- a gentleman from Keene is looking for someone who would enjoy accompanying
him to sporting events at KSC or KHS – 5 evening hours each week.
- a gentleman from Keene is seeking assistance in managing his independent living
situation – shopping and nutritious meal preparation, money and household
management, making and keeping appointments and scheduling his time – 10
flexible hours each week, may include some hours on the weekend.

Roommate

A working woman in Keene is looking to share her apartment with someone who enjoys
getting out and about in her community; needs assistance with establishing routines,
learning to cook, some transportation.

Respite Care

Share your home with an adult with disabilities one weekend per month –
personal care is required
generous stipend and training provided

If you are interested in any of these positions, have a clean driving and criminal
background checks and reliable, insured vehicle
please send a letter of interest, resume and name & phone number of 3 references to:

Laurie Meissner

Southwestern Community Services, Inc.

63 Community Way

P.O. Box 603

Keene, NH 03431

lmeissner@scshelps.org

we are on EOE and United Way agency

Southwestern Community Services, Inc.
Job Description

Community and Employment Specialist – New Hope New Horizons

Location: Cheshire County and the Monadnock Region

Summary of Responsibilities:

Provide, promote, and assist consumers with training and support to maximize their potential through gainful employment and meaningful activities.

Primary Duties and Responsibilities:

- Assist consumers in the development of and participation in meaningful community activities, both vocational and recreational.
- Facilitate and promote opportunities and environments for consumers' personal growth and relationship building.
- Ensure implementation and documentation of the "individual service plan", as required and directed.
- Serve as a role model for consumers and community members in terms of attitude, interactions, work performance and personal care.
- Represent self, consumers, program and agency in a positive manner with community employers, volunteer site supervisors, Area Agency representatives, guardians, other team members and any other members of the community.
- Maintain a safe and healthy environment at all times, including assistance with personal care in compliance with agency safety policies.
- Learn, understand and observe Client's Rights, behavior management guidelines and the SCS Employee Manual.
- Respect the confidentiality of all consumers and staff.
- Attend training for professional growth and development as required or assigned by supervisor.
- Perform other duties on an as-needed or emergency basis, as requested or assigned by supervisor.

Education, Work Experience, Specialized Skills and Knowledge:

- ◆ High School diploma or equivalent.
- ◆ Two years paid employment experience.
- ◆ Ability to work with a diverse group of consumers with a multiplicity of needs in a variety of environments.
- ◆ Flexibility in work schedule to meet client needs and job obligations.
- ◆ Ability to work as a team member and interact with others in a professional and respectful manner.
- ◆ Commitment to providing quality social integration opportunities for all people.
- ◆ Ability to work with a positive attitude and sense of humor.
- ◆ Adaptability and resourcefulness.
- ◆ Ability to make decisions in potentially stressful situations.
- ◆ Possess a current valid driver's license, good driving record, access to reliable transportation, \$100,000 - \$300,000 auto liability insurance and a willingness to transport consumers in personal vehicle; a clean criminal background check is mandatory.

Working Environment and Conditions:

Flexibility is essential – ability to meet client needs and support program efforts in a variety of working environments and conditions is essential. This position may require moderate to heavy physical exertion.