



JOB VACANCY ANNOUNCEMENT

Position: Support Services Specialist

Full time

Pay: \$15.00 per hour

GENERAL DESCRIPTION

Under the direct supervision of the Vice President of Support Services, will facilitate staff trainings, coordinate training schedules and provide support for other instructors; will assist with the development of staff trainings as needed. As well as performing a variety of clerical functions.

MINIMUM QUALIFICATIONS

Any combination of education or experience equivalent to a Bachelor's degree in communication, education, human services or related field. Other training and experience will be evaluated relevant to position assignments.

Current driver's license with a motor vehicle record that is acceptable to Ark Regional Services insurance carrier.

HOW TO APPLY

Apply in person to Ark Regional Services, 1150 North 3rd, Laramie, WY 82072 or online at www.arkregionalservices.org. Open until further notice.

*Ark Regional Services is an Equal Opportunity Employer,
TDD 1-800-545-1813 Extension 308*

Posted: February 18, 2021

Support Services Specialist Job Description

Under the direct supervision of the Vice President of Support Services, will facilitate staff trainings, coordinate training schedules and provide support for other instructors; will assist with the development of staff trainings as needed. As well as performing a variety of clerical functions.

Some evenings are required.

Supervision Exercised

No

Essential Functions

- Assuring adherence to the Vision, Mission, and Values of Ark Regional Services.
- Strong verbal communication and demonstrated ability to write and speak clearly and persuasively.
- Performing the physical components of the Mandt System and CPR/First Aid, including but not limited to bending, reaching and supporting weight in order to keep people safe.
- Assuring that individuals served are supported in all activities of daily living, including but not limited to safely transferring or physically assisting people to/from wheelchairs, in/out of bathtubs, etc. Depending on assigned work site, may be required to support or lift up to 50 lbs.
- Assuring that individuals served are supported with necessary personal care, including but not limited to bathing, showering, flossing and brushing teeth, assisting with dressing in appropriate clothes. Contact with and the cleaning of bodily fluids may occur (i.e.: vomit, feces, urine)
- Attending all Ark required meetings and trainings within the required time frame.
- Lifting or supporting 20lbs regularly and may need to lift up to 50lbs occasionally.
- Communicating with clients and other staff members within professional communication bands.
- Managing stressful situations with respect and dignity for all involved.
- Maintaining Driver's license and a motor vehicle record that is acceptable to Ark Regional Services insurance carrier.

Job Duties

- ❖ Instruct Ark related trainings including but not limited to; CPR/First Aid, Mandt, Medications Assistance, and Ark Annual Training.
- ❖ Coordinate Ark's training schedule, maintain instructor certifications, and complete and submit paperwork to appropriate agencies.
- ❖ Assist other Ark instructors with other aspects of trainings as needed, including setting up for each class.
- ❖ Assist with the development of staff trainings as needed.
- ❖ Maintains and files all Client Services Manager and Direct Support Professional-Certification documentation.
- ❖ Observes medications assistance in all locations as scheduled
- ❖ Reviews Therap reports for completion and sends reminders for errors or missing information
- ❖ Assist with reports and schedules in the scheduling program
- ❖ Provides support on call according to schedule.
- ❖ Other duties as assigned.

Minimum Qualifications

Any combination of education and/or experience equivalent to a bachelor's degree in a human service field plus at least one-year experience in the direct support of people with intellectual disabilities.

FLSA STATUS: Non-exempt **OSHA:** Occupational Exposure

Developed: November 2016

Revised: February 2021