



Community Life For People With Disabilities

Real Homes | Real Jobs | Real Relationships

JOB DESCRIPTION

TITLE: ACTIVITIES SPECIALIST – WORCESTER CONNECTIONS

QUALIFICATIONS:

Bachelor's Degree in Social Services preferred. Alternative education and experience may be substituted for degree. High School diploma and valid driver's license required.

SUPERVISION:

Position is supervised by the Team Leader or Program Coordinator.

GENERAL WORK HABITS:

3 – Always; 2 – Most of the time; 1 – Almost Never

All employees are expected to rate a 2 or better on ALL general work habits.

- Being punctual.
- Informing supervisor.
- Remaining alert and focused.
- Requesting assistance.
- Getting along with co-workers.
- Completing assigned tasks.
- Acting in a professional manner.
- Attending training.
- Abiding by agency expectations.

JOB DUTIES:

1. Assist in developing individualized service plans.
2. Implement all service and behavior plans.
3. Review and complete all required documentation.
4. Ensure the health, safety and well being of all individuals.
5. Acquire and maintain all required certifications.
6. Facilitate the development of valued community roles and personal relationships
7. Assist individuals to access/ or provide transportation.
8. Assist individuals with personal care.
9. Participate in team meetings, supervisions, and other assigned meetings.
10. Ensure cleanliness and safety of the physical site.
11. Communicate pertinent information to stakeholders.
12. Perform other related tasks as assigned.

Please note this is an abbreviated description. A more detailed description is available upon request.