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**HANCOCK COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**  
**POSITION DESCRIPTION**

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*BVC provides resources and supports that empower people with DD to live lives with meaning and purpose.*

**Job Title: Community Support Coordinator**

**Department: Community Supports**

**Reports to: Manager of Community Supports**

**Hours of Work: 40 hours weekly; Flexible based on program needs; will require evenings and weekends**

**Status: Full-Time/Non-Exempt/Hourly**

**Classification: Classified**

Please apply at [www.blanchardvalley.org](http://www.blanchardvalley.org). Click on Careers and “Apply here.”

**POSITION SUMMARY:**

- The Community Support Coordinator is responsible for developing Life Engagement opportunities and attending the experiences and/or events with adults eligible to participate in the program.

**EDUCATION/QUALIFICATIONS/LICENSE/CERTIFICATION (S) REQUIRED:**

- A minimum of a high school diploma; experience in the field of developmental disabilities, especially direct support experience as well as working with people with DD and their families.
- Must successfully pass and maintain pre-employment requirements of State and/or Federal Criminal Background Check, ARC’s Registry check, and drug testing.
- Must maintain a valid Ohio driver’s license with a record acceptable by the agency’s insurance carrier.

**DUTIES/RESPONSIBILITIES:**

- Coordinates and provides opportunities for individuals to participate in social groups that will increase the skills needed to promote community integration.
- Organizes events based on interest to not only provide but also increase opportunities for community integration.
- Communicates with individuals, parents, guardians, and providers regularly regarding activities and events that promote socialization and inclusion.
- Provides support and assistance for individuals with developmental disabilities to participate in experiences to develop new or existing interests.
- Maintains documentation related to experiences and/or events in which individuals participate in.
- Ensure proper forms are received regarding medication administration, consent, and emergency authorization to participate in the recreation program.
- Ensures the safety of assigned individuals.
- Transports individuals to and from various experiences and/or events using BVC transportation.
- Attend training, in-services, and continuing education sponsored by BVC or other agencies.
- Maintains professional boundaries with individuals, families/guardians, and providers.

- Works as a team member to ensure coordinated, effective relations between the HCBDD staff, persons supported, family members, providers, departments, and all other related stakeholders.
- Provides exemplary customer service through courteous, responsive interactions with county board staff, providers, persons supported, and their families.
- Adheres to HCBDD policies/procedures.
- Performs other duties and projects as assigned.

*The foregoing is not intended to represent an exclusive listing of job duties and work characteristics included within the position. Other duties and work characteristics may be required to meet the Board's operational and program activities.*

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES: Any combination of education and experience.**

**Knowledge of:** The Rights of a person with a developmental disability; DODD Rules and Systems; the HCBDD policies and procedures.

**Skills in:** Excellent verbal and written communication skills; Computer proficiency to include use of basic software applications (Word, Excel, etc.)

**Ability to:** Organize, prioritize, and multi-tasker; work independently, and be self-directed; establish and maintain a positive rapport with persons supported, families, providers, staff, and employers/organizations in the local community; adapt to numerous situations in the community and have an outgoing personality; work flexible hours including evenings and weekends; maintain confidentiality; commitment to BVC and the HCBDD mission, vision and values; lift up to 50 pounds; bending and lifting /sit/stand/walk for lengthy periods of time.

**SIGNATURES:**

I acknowledge the review and receipt of the above position description. To the best of my knowledge, I can fulfill the requirements of this position.

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Employee Signature/Date