# ****Community Support Specialist****

**Pittsburgh, PA**

We are seeking a dedicated and compassionate individual to join our team as a Community Support Specialist. The successful candidate will spend their time providing supportive services one on one for individuals **with intellectual or developmental disabilities, or mental health diagnoses, to maintain or increase their independence.**

**Responsibilities:**

* Works one on one with agency participants, understanding and implementing the Individual Service Plans (ISP) of each participant and developing strategies that lead to the achievement of individuals’ personal outcomes.
* Demonstrates a person-centered practice and supports each participant’s choice in the activities, locations, and people that individual interacts with daily.
* Educates and coaches participants in independent living skills such as self-care, maintenance and cleaning, budgeting, meal planning, shopping and social interactions.
* Assists participants in making medical appointments and escorts them as needed.
* Encourages participants to be engaged in their community in ways that are meaningful to them.
* Coordinates programming with other members of participant’s service team as needed.
* Documents rendered services in electronic case notes and submits all required documentation according to agency standards.
* Participates in staff meetings, training, and one-on-one supervision as assigned. Cross-training with our Clubhouse program is expected and provides an exciting opportunity for professional advancement.
* Follows agency and program policies and protocols and adheres to HIPPA guidelines.

**Essential Competencies:**

* **Self-motivated and resourceful**
* **Strong organizational skills**
* **Positive, enthusiastic, compassionate, and persuasive**

**Essential Qualifications:**

* **Bachelor’s degree in a human service field and at least 1 year of experience working in a direct service capacity or,**
* **A combination of work or equivalent level of education, work and/or life experience.**
* **Knowledge of Jewish traditions and culture is a plus, not required.**

**This position is full time.**

**Valid driver’s license and personal vehicle, acceptable driving record, criminal clearances required.**

**The Branch offers a competitive benefits package including Paid Time Off, health insurance, retirement plan, tuition reimbursement and professional development opportunities.**

**The Branch is an Equal Opportunity Employer.**

**Pay range $19.00 to $23.00/hour**

**Interested applicants should send resume and cover letter to Nancy Gale, Executive Director at ngale@The Branchpgh.org.**