



## *Notice of Job Opening*

### **Individual Support Specialist (Seward, AK)**

**JOB STATUS:** Part-Time

**STARTING SALARY:** \$15.50/hour

Hope Community Resources, Inc. (Hope) is a private, non-profit agency that helps people experiencing disabilities achieve their dreams. Hope's mission of support is based on an individualized approach, believing that each person has unique needs and must be the architect of their own service delivery plan. Through in-home supports and community activities, people we support have the opportunity to live a full life in the community of their choice. More information regarding Hope's mission and corporate culture is available at [www.hopealaska.org](http://www.hopealaska.org).

#### **JOB SUMMARY**

This position involves supporting and assisting individuals who experience developmental and physical disabilities with daily living skills and community inclusion activities. Responsibilities include providing direct care, attending and participating in community events, recreational activities, etc. Full-time and part-time positions may be available, as needed by individuals receiving supports, with flexible schedules. Employees need their own transportation to and from multiple job sites. Individuals receiving supports are often dependent on employees for transportation needs.

#### **JOB DUTIES**

1. Implements support services as outlined in the Individual Support Plan, Personal Futures Plan and Plan of Care, including but not limited to, activities of daily living, day habilitation, employment, inclusionary activities and active learning.
2. Assists in the coordination of services, communicates and follows through with team members while providing program support in the individual's home or assisted living home and in the community.
3. Under the direction of the individual's physician and/or Hope nursing staff, and as supervised by the Home Alliance Coordinator, Lead Individual Support Specialist, or the Community Support Specialist, assists the individual to correctly take medications and document same.
4. Performs lifting duties safely and uses appropriate techniques and body mechanics when performing job duties.
5. Assists individuals with daily personal hygiene, dressing, toileting, repositioning, feeding, cooking and household chores as needed.
6. Coordinates transportation for individuals, including transporting, arranging public transportation and through the use of vehicles assigned to the home.
7. Models positive communications and promotes community connections with individuals.

#### **REQUIRED QUALIFICATIONS**

- High School Diploma or GED

#### **DESIRED QUALIFICATIONS**

- Experience working with individuals who experience disabilities

#### **OTHER**

- Ability to lift 50 lbs, or 1/3 of body weight, whichever is less, from a squat-and-kneel position
- Must be 18 years or older, per State of Alaska regulations
- Possess a valid driver license & at least 3 years of driving experience (may include permit time)
- Provide driving record that meets agency guidelines
- Pass a criminal background check under state regulation

To apply, please visit our website at [www.hopealaska.org](http://www.hopealaska.org) and complete an online application, or download a printable application form to fill out by hand. Submit paper applications by mail, fax or in person to the nearest Hope office. Résumés are optional and can be emailed to [jobs@hopealaska.org](mailto:jobs@hopealaska.org).