LOGAN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title:	**Community Engagement Coordinator**	**Reports To:**	**Superintendent**
Division:	**Support Services**	**Civil Service Status:**	**Classified**
Schedule: Flexible 40-hour week (Some evening and weekends expected)		**FLSA Status:**	**Non-Exempt**
Salary Range: 21.14- 33.00 per hour		**Hours: 40-hour /wk**	**Days: 250**

QUALIFICATIONS: Candidates must possess a minimum of an Associate's degree. Bachelor's degree in social work or a related field preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

EMPLOYMENT REQUIREMENTS:
Must pass a medical fitness for duty examination including chemical dependency test; must pass criminal background check; valid driver's license with less than six (6) points on BMV report; must possess and provide proof of current auto insurance coverage pursuant to agency policy; must complete all Public-School Works employee training as per Employee Safety Training Guide (may be acquired after employment).

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
This is specialized work in the provision of transition-age and adult services, providing vocational services to transition-age students with developmental disabilities and community inclusion support for adults. This work provides ongoing implementation of a comprehensive community integration plan, which outlines goals in the agency's strategic plan, to develop connections, inclusion, and growth opportunities to foster individual's independence, and to increase community involvement. This position works as a liaison between all necessary departments to support individual's increased independence and inclusion. The focus of this position is to connect individuals to opportunities to live, work and play as active members of the community.

Teen Transition

- Provides vocational support services to transition-age students with developmental disabilities
- Develops relationships with referring agencies and local school districts
- Completes documentation necessary for ongoing services. Refers students to OOD for services when appropriate.
- Conducts and documents observations of individuals to establish baseline levels of functioning needed for plan development.
- Provides career exploration guidance and advises individuals regarding vocation needs, issues and employment barriers.
- Develop relationships with students and their families and maintains regular contact the student, family, school and other staff.
- Complies with standards, roles and responsibilities and deadlines set forth.
- Completes progress reports.
- Facilitates transition to supported employment as needed.
- Provides direct service with students, such as life skill goals, plan development, job seeking, and training
- Attends Transition Framework team meetings
- Facilitate teen recreation for youth.

Self-Advocacy

- Focuses on assisting individuals with developmental disabilities in planning their own lives and pursuing what is important to them.
- Maintains communication with Service and Support Administrators (SSA), Preschool team, and Early Intervention (EI) team regarding referrals for community connections opportunities, as well as progress or challenges in meeting ISP and IFSP goals.
- Implements programs that will promote self-advocacy and independence. Promotes and attends advocacy events including local and regional meetings, presentations, conferences and trainings and connects individuals served to these same opportunities.
- Will research Individual Service Plans (ISPs) gathering information to determine how best to support people in connecting with others and achieving community inclusion and independence.
- Works closely and communicates regularly with other staff to ensure community connections are taking place according to set expectations and to avoid redundancies.
- Develops a system to evaluate outcomes of services
- Completes necessary documentation, provides referrals both internally and externally and ensures follow-up.
- Coordinates a transportation schedule for those individuals whom LCBDD is assisting with transportation for work or appointments, helping individuals maintain their independence by holding employment in the community.

Community Activities and Engagement

- Facilitates approved group community activities.
- Completes a well-rounded schedule of groups, programs and activities based on the needs of individuals served.
- Will identify and guide individuals to facilitate their own groups and community activities to promote independence, or alternately volunteers, once the groups are actively in progress.
- Promotes the awareness of opportunities in the community to staff and all eligible individuals.
- Links individuals with community clubs and volunteer activities best suited to their needs.
- Completes documentation and participation records of all events and activities
- Coordinates community engagement, including recruitment, engagement, and tracking of volunteers; Works with other staff to identify opportunities and volunteer needs. Cultivates, stewards, and engages organizational volunteer relationships with groups, corporations, and individuals.
- Ensures consistent usage of volunteer policies and procedures across programs; keeps a list of active volunteers
- Provides volunteer resources and support for agency's special events.

ESSENTIAL FUNCTIONS OF THE POSITION: *For purposes of 42 USC 12101 and OAC 4112-5-08:*

- Expand opportunities for community inclusion and to increase volunteer and community involvement.
- Provides Teen Transition and Self Advocacy services to students and adults as outlined.
- Provides information for Superintendent's monthly board report.
- Attends and participates in approved conferences, meetings, workshops, and community groups, such as Aktion Club, Synergy, etc.
- Communicates with parents, families, and staff.
- Coordinates the transportation schedule for individuals receiving assistance with transportation and the staff member who is providing the transportation.
- Interprets and complies with applicable laws, regulations, policies, and professional ethical standards.
- Lifts, carries, and moves enrollees as needed.
- Provides instruction and training to agency, and community to provide awareness and education
- Develops systems to evaluate outcomes of services.
- Demonstrates regular and predictable attendance.
- Shall comply with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders, through the utilization of protective equipment and decontamination techniques.

GENERAL EXPECTATIONS:

- Promotes and implements the mandates of the LCBDD in a professional, positive, and efficient manner.
- Maintaining confidentiality is required.
- Regular and predictable attendance is expected.
- Preserving a valid certification, licensure or registration is expected for those positions that require such to continue employment.
- It is essential for the employee to maintain all training and in-services required by the position.
- The LCBDD promotes a non-hostile and non-discriminating work environment. Employees must always adhere to respectful conduct and language. The Board expects all employees to follow policies/procedures of the department and Agency rules and regulations.

COMPETENCIES FOR THIS POSITION:

- Experience in coordinating, community outreach and communications, preferably in a nonprofit or community-based organization.
- Previous experience working directly with people with disabilities is preferred.
- Excellent organizational, written, and oral communication skills are essential
- Willing and able to work a flexible schedule as needed.

POSITIONS DIRECTLY SUPERVISED: None

EQUIPMENT OPERATED*:* Office Equipment and Technology Equipment

WORKING CONDITIONS:

- Position may involve exposure to individuals with medical and behavioral risks.
- Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious materials, and/or aggressive behavior.

PROBATIONARY PERIOD: One Year

Signatures:

I certify that I have received a copy of the position description and that it accurately reflects the nature of the duties which I will be expected to perform the number of days and hours that I am expected to work, with reasonable assurance of work after scheduled unpaid break days.
This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature	Employee Printed Name	Date
	Krista Oldiges	
Superintendent Signature	Superintendent Printed Name	Date