

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Community Relations Specialist
DEPARTMENT: Organizational Development
TITLE OF POSITION: Community Relations Specialist
IMMEDIATE SUPERVISOR: Community Relations Coordinator
NORMAL WORKING
HOURS AND SCHEDULE: Will flex 40 hours/week including evenings and weekends

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) High School Diploma or GED required; 2) Experience working with individuals with developmental disabilities preferred; 3) Must be CPR/First Aid certified; 4) Ability to work flexible hours; 5) Ability to motivate individuals; 6) Ability to lead; 7) Ability to make independent decisions; 8) Knowledge of Center's policies and procedures; 9) Ability to push, pull, bend, sit, and stand for extended periods to time; 10) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals; 11) Ability to lift 50 pounds; 12) Good record keeping skills; 13) Good driving record required; 14) Must have medication administration certification; 15) Working knowledge of various social media platforms.

POSITION RESPONSIBILITIES

1. Assist with recruiting, interviewing, and providing volunteer and internship assignments for a wide range of opportunities within the organization
2. Assist with tracking volunteer and intern activities in the respective data base.
3. Provides consistent supervision, direction, training, evaluation and manage the performance of volunteers.
4. Maintains professional communication with the respective departments/personnel within the organizations ensuring collaboration to meet department goals and accomplish projects.
5. Assists with the development and implementation of a wide range of leisurely activities in coordination with QIDP/home coordinators and other involved departments and staff within a designated budget meeting individual program needs. This will be for ICF primarily and also extended to Supported Living and Day Program.
6. Assist with participation in a variety of purposeful and meaningful recreational/leisure activities on a regular basis promoting active treatment. (Minimum two times per month, per individual for ICF)

