



1305 Del Norte Rd.
Camarillo, CA 93010
(805) 883-6615
apply@coastalcoreservices.com

Support Specialist (Part-Time/Full-Time)

Job Description

Required Qualifications:

High School diploma or GED, valid California driver's license, maintains current automobile insurance, access to a vehicle to/from work and to transport individuals throughout scheduled shifts, DMV report (*required for employees who meet driving policy requirements*), maintains first aid and CPR certifications (*on the job training and assistance is provided*), physically lift and carry up to 25-pound items, unless imposed by a physician in writing, maintains a negative alcohol/drug screening in accordance to California law (*if applicable*), cleared/maintained Department of Justice/FBI clearance, TB Test, ability to meet the requirements of job description/duties, ability to meet the availability of the needs for persons served and the company, and on-going assigned training and growth development.

Assigned Responsibilities May Include but Not Limited To:

- Follows all regulations as a **“Personal Attendant”**, as that term is defined in California Industrial Welfare Commission Order No. 15-2001. Support Coach are recognized as a **“Direct Support Professional”** or **DSP**, who works directly with people with intellectual or developmental disabilities to support the people they work with to become independent and integrated into their community and complete **Activities of Daily Living (ADLs)**. *Coastal Core services are NOT medical/nursing/home-health/caregiving services and all Support Specialists are required to always stay within their scope of responsibilities.*
- Provides 1 or more individuals (*of all ages*) in their homes and the community with support, supervision, training, teaching, and empowerment for skill building/maintenance areas and meeting their individualized goals, respite services for families, using a person-centered approach, as Personal Attendants defined by California Industrial Welfare Commission Order No. 15-2001 and Direct Support Professionals (DSP). Support will vary, based on type of service being provided and could include, but is not limited to laundry, medication, medical appointments, money management, grocery shopping, meal planning/preparation/cooking, safety/emergency skills, health & wellness, community connecting, cleaning, evaluating person served, creating meaningful schedules, training/supporting individuals with individualized goals, educational goals, technology, locating and attending classes/local resources, locating volunteer opportunities, soft skills training, personal hygiene/grooming (*which may include bathing, toileting, changing, dressing, oral hygiene*), minor lifting/transferring with adaptive/safety equipment, transportation, mobility training, implementing behavioral plans, meeting designated deadlines, tracking goals through data collection, communicating information, following all mandated reporting requirements, maintaining strict confidentiality/privacy always, and completing required documentation.
- Trains, supports, and collaborates with the clinical team to best support persons served who experience behavioral/medical challenges which may include but is not limited to self-injurious behaviors, property destruction, verbal aggression, and/or physical aggression.



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Support Specialist (*Part-Time/Full-Time*) Job Description

- Works collaboratively with regional centers, parents/care providers, community members/neighbors, co-workers/peers, and Coastal Core Services management by following directives within their job duties, maintaining communication, using a team approach, and maintaining a consistent positive, professional attitude.
- Follows all Coastal Core Services policies, procedures, mission, values, and beliefs to positively contribute to the highest quality of services and supports.

Compensation Package: **Employee benefits package may vary based on employee eligibility and if applicable for the employee status (part/full time).*

- **\$19.50/Hour Starting Compensation** (*Based on Direct Experience*)
- 401 K Retirement plan, Federal Mileage Reimbursement, Travel Time, Birthday Bonus, Phone/Data Stipend, Health (+ *Employer Contribution*), Dental, Vision, and Aflac Insurance Options, Vacation Time, Sick Time, and Bereavement Time, Holiday Paid Time Worked.

Standard Schedule/Expectation: Coastal Core Services operates throughout Ventura County, California and is open/providing service various days and times each week, including evenings, weekends, and/or holidays. The Support Specialists position's weekly schedule is subject to change, based on scheduling needs of person served and within employee's designated availability with Coastal Core Services. Coastal Core Services is supportive of employee's having secondary employment and educational obligations; however, their availabilities must still meet the needs of the role hired to fulfill and not conflict with their current Coastal Core Services schedules or be a conflict of interest with whom they are scheduled to support. Requests to change employee availability, cities they provide services in throughout Ventura County, or access to reliable transportation after hire could result in status change or separation from the company if it is unable to be accommodated. Support Specialists are scheduled based on matching to meet the person served needs and may include all aspects of the job description above. The Support Specialists position is 100% in person as scheduled and remote work is not available in this role.

Employee Printed Name

Employee Signature

Date

Management Printed Name

Management Signature

Date