

**JOB DESCRIPTION**  
**COMMUNITY SUPPORT PROFESSIONAL**

**JOB SUMMARY:** The Community Support Professional (CSP) provides support and assistance to assigned individuals who receive services through the Community Living Services division of Arkansas Support Network, Inc. The CSP assists and enables the consumer to live in a home, utilize the community to its fullest and to attend school or work. The CSP is responsible to see that individuals who receive services from this agency are included fully in all chosen community activities. The CSP is responsible for the following specific duties:

**JOB DUTIES:**

- 1. Provides direct, day to day support, services and resources as prescribed in the Individual Service Habilitation Plan for all individuals assigned.**
  - Follows a daily calendar to ensure completion of each objective with CSP responsibility on the ISHP, noting changes to calendar, and “signing off” on objectives completed.
  - Records data for each objective addressed during the day per the individual ISHP. This data is completed daily and turned in by the 1<sup>st</sup> of the month for the previous month.
  - Provides input for quarterly summary for each ISHP objective for each person served. This information will be provided prior to the quarterly meetings for each individual served.
  - Attends and participates in quarterly/annual reviews as scheduled for each individual served.
  - Attends regular home/team meetings as scheduled by the supervisor.
  - Follows behavioral plan established for assigned individuals.
  - Provides regular and ongoing documentation for all services provided.
- 2. Provides assistance to assigned individuals in maintaining their home in a neat, clean, safe manner.**
  - Observes all fire and health regulations to ensure that home is safe and accident free.
  - Assists assigned individuals in monitoring personal budget.
  - Maintains weekly expense record, account balances, and all necessary documentation of receipts for all expenditures.
  - Assists assigned individuals in menu planning, and in the purchasing and preparation of nutritional meals.
  - Submits a weekly menu guide to supervisor.
- 3. Assists and supports consumer in all daily activities:**
  - Transports assigned individuals to and from community resources/services/activities. Documents travel on travel form.
  - Follows all vehicle safety regulations in the transportation of assigned individuals. This will include seat belt usage and practicing emergency exit procedures.
  - Assists assigned individuals in attending school/work/community functions as determined by the ISHP and the needs and desires of the individual/family.
  - Assists assigned individuals in developing and maintaining a calendar of daily, weekly, monthly activities.
  - Documents opportunities for inclusion in the community and in the home which promote age appropriate, functional activities.

**4. Completes required documentation**

- Establishes and maintains a binder and emergency file for each assigned individual. The emergency file will contain at a minimum:
  - Face sheet
  - Contact phone numbers for individual served
  - Staff sign in/out sheets
  - Medication administration release
  - Medication control form
  - Copy of Medicaid card
  - Staff communication log
  - Individual's daily calendar
  - Data (skill, routine, behavioral and any other assigned to team)
  - Behavior management guide
  - Budget/petty cash information
  - Monthly summary
  - Completes all required documentation in consumer binder on a daily basis
- Completes staff sign in-out/communication log upon entering home and upon leaving.
- Submits to supervisor on a weekly basis: completed time sheet, travel log, calendar for each assigned individual.
- Submits daily communication notes on a weekly basis. (Communication notes give a description of the activities of the day and include any information that all staff need to be aware of. These notes are to be read and initialed by all CSP upon reporting to work.)
- Completes data for each objective in the ISHP on a daily basis per the methods, materials and adaptations on the ISHP.
- Documents all travel for assigned individuals on the monthly travel summary.
- Submits travel for the previous month no later than the 2<sup>nd</sup> of the subsequent month.
- Checks mailbox at least weekly to maintain lines of communication with all staff and supervisors.
- Completes medication records immediately after administering any medication to assigned individuals.
- Completes and documents medication counts at least once per week; submits these records on a monthly basis.
- Reports all accidents/incidents immediately to supervisor.
- Completes accident/incident forms within twenty-four hours of accident or incident.
- Maintains a written inventory of all items belonging to each assigned individual; revises this inventory immediately as items are added.
- Completes a Health Professional Visitation Form with appropriate signatures, for all medical, dental, or professional provider appointments attended by the assigned individual.
- Completes monthly fire/tornado drill with appropriate documentation.
- Submits monthly respite calendar to supervisor by the 10<sup>th</sup> of the month for the following month (applies to children only).
- Completes monthly summaries as directed by supervisor.
- Completes doctor visitation documentation as part of the monthly summary.
- Maintains complete petty cash forms as assigned by supervisor.

**5. Provides assistance to individuals served to promote and expand opportunities for developing relationships and a full life in his/her home and in the community.**

- Assists the individual served and the team in defining and developing adaptations, communication systems, and other supports which lead to specific skills.
- Provides opportunities for inclusion in community activities.
- Meets with team regularly to discuss actions that have been taken to develop 'choices and engagements' for the assigned individuals.
- Provides supports in ways that demonstrate to the community, a belief in the philosophy of total community inclusion and acceptance.

**6. Attends competency based training as well as ongoing training in 'Best Practices' for individuals with disabilities as assigned by supervisor.**

- Completes ASN orientation within 30 days of employment (to be reviewed annually).
- Attends quarterly ASN sponsored training.
- Attends other training/in-service/workshop in 'best practices' as assigned by supervisor.

**Qualifications:**

The Community Support Professional is highly sensitive to the needs of people with disabilities. He/She has the ability and skills to meet the needs of the person(s) to whom he/she is assigned. The CSP must be flexible, work well as a team member and be able to follow through on instruction. The CSP must be able to take accurate notes and to keep data. He/She must have adequate communication skills and be willing to work cooperatively with a variety of people in a various community settings.

**Days/Hours:**

The hours of the position vary based upon the needs of the individuals served. The position may be full-time hourly, part-time hourly, or may be based upon an established companionship rate.

**Training and Education:**

The CSP must have a high school education or equivalent. He/She must have the ability to read and write, and to keep accurate records. Applicants with appropriate degrees (special education, psychology, social work, etc.) will receive additional consideration. When all other considerations are equal, individuals with a disability or their family members will be given priority consideration.

Employee Pin #\_\_\_\_\_

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Employee Pin # \_\_\_\_\_

EMPLOYEE (Print Name): \_\_\_\_\_ DATE OF HIRE \_\_\_\_\_

SSN: \_\_\_\_\_ Hourly Wage: \$ \_\_\_\_\_

CSP POSITION IS:

☐ Level-1: ☐ Live-in home companion; ☐ Non-live in home companion; ☐ Respite Provider

☐ Level-2: Provides supporting services to the assigned individuals, and performs some supervision of level-1 CSP team members in the home.

☐ Level-3: Provides supporting services to the assigned individuals, and performs some supervision of level-1 and level-2 CSP team members. Employees at the CSP 3 level are eligible for paid holidays per employee policy manual.

☐ Level-4: Provides supporting services to the assigned individuals, and assists the Program Manager in monitoring, supervising, and training all employees, and in supporting all individuals assigned to the Program Manager. Employees at the CSP 4 level are full-time employees, and are responsible for maintaining an agreed upon level of billable service.

**Initial Assignment:** (Assignment may change at any time at the discretion of the supervisor.)

Individual served: \_\_\_\_\_ Location: \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Hours:** \_\_\_\_\_ to \_\_\_\_\_ FT ☐ PT ☐ DCFS ☐

☐ Friday ☐ Saturday ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday

Additional information: \_\_\_\_\_

\_\_\_\_\_  
**Program Manager Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**HUMAN RESOURCES ONLY**

EDUCATION:

CERTIFICATION/S:

EXPERIENCE: