

## **Support Specialist**

The United Arc, a leading provider of services for individuals with intellectual and developmental disabilities in Franklin, Hampshire, Hampden, Berkshire and Worcester counties of Massachusetts is seeking a dynamic, team-oriented individual that would be responsible for providing support services to our local at risk adult population with primary concern for health and safety of individuals and/or families being served, compliance with state and federal regulations, licensing and contracts to ensure quality program and service delivery, safety and security, respect for human rights, care coordination, and community relations. Staff is responsible for maintaining an ongoing caseload of adults with developmental disabilities. Primary responsibilities are to provide 20 hours of direct support to individuals, assisting them to achieve their goals in the community and 20 hours of in office casework, attending ISP meetings and working with the Department of Developmental Services.

### **Minimum Qualifications -**

- High School Diploma/GED
- Associates Degree preferred in Social Work, Human Services or related discipline.
- Experience working with families and individuals with special needs preferred
- Demonstrated relationship/interpersonal skills
- Ability to attend to multiple details within a multi-faceted environment and with diverse populations
- Demonstrated knowledge of computers and computer software applications.
- Strong communication skills, both oral and written
- Acceptable driving record, valid driver's license and access to a reliable automobile.
- Acceptable Cori and fingerprinting background check required.