

The Arc of Indiana Foundation
Erskine Green Training Institute
601 S. High Street
Muncie, IN 47305

Community Living Support
Non-Exempt

The Arc of Indiana Foundation is a not-for-profit organization that seeks to improve employment opportunities for people with disabilities.

The purpose of a job description is to give a framework to the general nature of the position. The Arc of Indiana Foundation is successful because of the teamwork of all employees working together to build a solid organization to advocate for people with disabilities and their families. The job description should never be viewed as an exhaustive list of any one person's responsibilities as we work together to get the job done.

Qualifications:

- Must be at least 18 years old
- Exited high school
- Experience working with individuals with intellectual and/or developmental disabilities is preferred

Responsibilities:

1. Support Erskine Green Training Institute (EGTI) students during the evenings and weekends in the following activities:
 - Planning and attending social activities
 - Accessing the community
 - ADLs (e.g. time management, hygiene, appropriate dress, money management, etc.)
 - Tutor and mentor sessions
2. Utilize assessment tools to measure student progress in areas deemed appropriate.
3. Support tutors, community mentors and fitness mentors.
4. Enforce EGTI policies.
5. Communicate and collaborate with full-time staff, nurse, other community living support and overnight support.
6. Communicate with staff to determine immediate coverage should an emergency occur or immediate need transpire.
7. Make arrangements in the event of an absence.
8. Communicate and collaborate with the EGTI director and additional EGTI staff.
9. Communicate with hotel staff.
10. Communicate and collaborate with the Muncie community.
11. Communicate with parents/guardians of students.

Please send resumes to Megan Stevenson at mstevenson@arcind.org.

The Arc of Indiana Foundation provides equal employment opportunities to all employees and applicants.