

CAPC, Inc.
Community Advocate

Position: Direct Support Professional ; non-exempt,
hourly

Supervised by: Case Manager

Supervisory Responsibilities: None

Job Duties:

- Assist Case Manager & team members in developing individual goals & objectives with the individuals we support
- Provide individualized instruction and support for individuals with disabilities
- Implement the community-based supported employment, supported living, and community inclusion services
- Follow assigned schedule; call in schedule changes as necessary
- Utilize schedule requests timely to ensure individual participation in necessary and appropriate activities • Transport the individuals we support
- Accompany the individuals we support on public transportation
- Document the progress of the individuals we support on a daily basis
- Document incident reports in a timely manner
- Report abuse/negligence incidences to appropriate reporting agencies
- Maximize the independence and dignity of the individuals we support while ensuring personal safety in the community
- Handle and report emergency situations and challenges per program guidelines
- Assist individuals with activities of daily living, incl. restroom assistance, bathing, employment, etc.
- May be given an opportunity to work Overnight Support shifts (see Acknowledgement Form) • Specific projects as assigned
- Fulfill mission, goals, and objectives of CAPC

Position Requirements: High school diploma or GED required; Valid CA driver's license; Safe, reliable vehicle with current registration and insurance (maintaining a minimum of \$250,000 / \$500,000 Bodily Injury Liability Split limits or \$300,000 Combined Single Limits); Recent DMV print- out with good driving record; Ability to lift between 50 lbs to 75 lbs depending on individuals served and pass post-offer physical; CPR and First Aid Training by completion of second week of employment; Read, speak, write English; Ability to work independently with or without direct supervision; Exercise sound judgment at all times; Ability to effectively and articulately communicate verbally and in writing, i.e. telephone, email, reports, etc.

Desirable Qualifications: Volunteer or paid work experience with persons with disabilities; Higher education; Flexible work schedule; Bilingual in Spanish and English

Wage and Benefits:

\$17.85 - \$18.85/hr depending on highest level of education
Mileage reimbursement and cell phone stipend
Medical, Dental, and Vision Insurance
401K with 25% company match

4.23.2026