

**Title:** Inclusion Facilitator  
**Department:** Community Based Services  
**Classification:** Non-Exempt  
**Reports to:** Community Based Services Coordinator  
**Revised:** April 2022

**Summary:**

Caring for loved ones is often a thankless job. The challenges and joy may often be invisible to most. At Unlimited Possibilities (UP), we see, hear, and understand the compassion needed to support the unique challenges each individual and family is facing. Our team of Inclusion Facilitators provide support to children with special needs in typical child care centers – promoting inclusion and success. The goal is to foster the independence of the child within the childcare environment. Families can feel at ease with our team of experienced specialists who provide age-specific enrichment and daily life activities. For many in the Orange County disability community, UP is the trusted source for support. Our experienced staff work closely with individuals and their loved ones to problem-solve and guide them on their paths to safety, success, wellness, and fulfillment.

Inclusion Facilitators may serve more than one child in centers. This is a flexible part-time role with shifts of 4 or more hours, Monday through Friday. Additionally, this may be combined with our Respite Worker and/or Personal Care Assistant roles to serve the spectrum of ages and family needs at UP. Respite Worker roles may offer evening, overnight, and weekend shifts.

**Essential Duties and Responsibilities**

- Provides supervision and care to child(ren) with special needs within a childcare environment, including toileting, dressing, feeding, facilitating progress toward established goals of independence, and generally assisting the child(ren)'s participation in childcare activities to his/her maximum potential.
- Provides inclusion support on a stable and routine basis such that the child has consistency of support within their childcare schedule.
- Works cooperatively with and accepts direction from the childcare site staff, in addition to UP's Coordinator.
- Initiates age-appropriate activities, as appropriate within the childcare setting.
- Initiates/promotes social interaction with peers.
- Completes required paperwork accurately, completely, legibly and submits according to deadlines.
- Actively serves as an ambassador for UP in the community, representing the mission and vision of the organization.
- Serves as a primary liaison between UP and families, assuring information and access to the many resources and programs available.

**Requirements:**

- Must be a minimum of 18 years of age and have high school diploma or GED.
- 1-2 years experience working with individuals with disabilities or equivalent related life experience preferred.
- Must be available to work on a consistent basis to match the child's schedule within the childcare environment.
- Must successfully pass DOJ background check and be eligible for acceptance by our company commercial auto policy based upon DMV report with annual review thereafter.
- This position requires local travel. Must provide proof of valid CA driver's license and automobile insurance upon hire & at expiration thereafter. Must have a reliable means of transportation.
- Complete/provide proof of negative tuberculosis test result; maintain clearance every year.
- Complete & maintain Infant/Child/Adult CPR & First Aid training or provide proof of certification.