



INTERNAL POSTING/ACTIVE FILE

POSITION: Part Time Support Service Coordinator

- **Benefits:** Will be effective the first of the month following 30 days of employment, with benefits outlined in the Personnel Policy.
- **Start Date:** Begin as soon as possible.

BASIC FUNCTIONS:

The Support Service Coordinator is to provide direct service to people with disabilities in accordance with the mission, policies and practices of Great River Homes, Inc.

ORGANIZATION RELATIONSHIP:

1. Directly responsible to and supervised by the Program Supervisor.
2. Work in cooperation with the other Great River Homes, Inc. employees.

QUALIFICATIONS:

- Experience with person-centered practices serving individuals with disabilities preferred.
- Must be organized, self-motivated, observant, accurate in documentation and responsive to the needs of the individuals receiving services.
- Must have the ability to interact positively with agency employees.
- Must have experience using a variety of technology based training tools, i.e. Laptop Computer(s), Therap, Email, etc.
- Must pass Criminal Background Study.
- Must have current CPR/First Aid/AED certificate.
- Must be certified to administer medications.
- Flexibility is required.

ESSENTIAL JOB FUNCTIONS:

- Responding to people's needs by having a full range of communication abilities (hearing and vision).
- Ability to read and write printed material related to the job.
- Must be able to use a computer, current agency software, and develop written correspondence efficiently.
- Must supervise and assist people in activities of daily living, recreation and leisure, community integration, housekeeping and service outcomes.
- Requires physical assistance which consists of: working with challenging behaviors that may require physical support, assisting in emergency situations; ambulating on even surfaces, maintaining balance on a variety of surfaces, bending, twisting; accessing agency properties or community locations that are not handicap accessible as needed.
- Attend team meetings and other training opportunities to develop your knowledge and skills to comply with training requirements.
- Must be able to drive for the agency.

PLEASE SUBMIT A RESUME AND COVER LETTER TO: Sheila Nelson, Human Resource Manager at fax (651) 565-2120, email snelson@greatriverhomes.org or apply online at www.greatriverhomes.org.