

9-29-2017



DESIGNATED COORDINATOR
FULL TIME

Qualifications and Requirements of the position:

- Bachelor's Degree in Human Service related field and one year full time work experience providing direct care to persons with Developmental Disabilities.
- Experience developing goals and outcomes, analyzing behavior, and developing active treatment programs.
- Possess demonstrated, effective problem solving and decision making skills.
- Experience supervising, training, evaluating, and supporting staff.
- Must possess clear written and oral communication skills as well as excellent listening skills.
- The ability to work independently and as a team player embracing and carrying out ABLE's Vision, Mission, and Core Values.
- Proficient in the use of Microsoft Office.
- An acceptable driving record based on service needs.

The primary responsibilities of the Designated Coordinator are writing, revising, and maintaining all programming and outcomes, coordinating annual and semi-annual meetings and supporting Direct Support Professionals and Direct Support Supervisors in the day to day functions of managing assigned programs/caseloads. Weekend On Call Responsibilities included.

- Beginning rate of pay: \$18.00/hr. with Bachelors
- Position open until filled.
- Includes menu of benefits, including Paid Holidays, Personal Leave Time, some flexibility in work schedule based on program needs, along with Insurance options and 401k.
- Apply on line at www.able-inc.org or submit cover letter, resume, and references to Joan Mitchell, 1700 Lancer Blvd., La Crescent. jmitchell@able-inc.org 507-895-8111, x1108