

1/25/2019



DESIGNATED COORDINATOR
FULL TIME POSITION

ABLE, Inc. has been providing quality residential services for adults and children with Developmental Disabilities and related conditions in Houston County for over 35 years!

Join our committed team of professionals for a rewarding career in the field of Healthcare/Human Services!

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 or over the age of 65.
- Experience developing goals and outcomes, analyzing behavior, and developing active treatment programs.
- Prefer 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 documentation and outcomes, coordinating annual and semi-annual meetings and supporting the Direct Support Supervisors and Program Directors in the day-to-day functions of managing assigned programs/caseloads. On Call Responsibilities included.

- Beginning rate of pay: \$18.00 an hour.
- 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 at www.able-inc.org - click on careers tab

Submit your cover letter, resume, and references to Human Resource Director,
1700 Lancer Blvd., La Crescent jmitchell@able-inc.org or call 507-895-8111, x1108

Equal Opportunity/Affirmative Action Employer