



RANKIN CHRISTIAN CENTER – JOB POSTING

Job Title:	Supports Coordinator for Intellectual & Developmental Disabilities and/or Autism
Education Level:	BA/BS Degree in Psychology, Sociology or any related Human Service Field
FLSA Status:	Full Time – Non Exempt
Date Posted:	October 19, 2022

Summary

The greatest gift in a career as a Supports Coordinator is the difference you make in the lives of the people you support. Our leadership development and training is specifically designed to develop, retain and regard qualified professional employees who support individuals with intellectual disabilities and/or autism. Supports Coordinators will assist the individual in identifying, obtaining, coordinating, monitoring by using both paid services and natural supports to enhance the person's independence, integration in the community and outcomes specified in their plan. This position will be mobile after successful completion of a three month introductory period.

Requirements

- Bachelor's degree which includes or is supplemented by at least 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, education or other related social science.
- 2+ years' experience with intellectual disability related services or case management preferred.
- Management of work processes along with strong computer skills for documentation purposes.
- Excellent verbal and written communication skills mirrored with professionalism
- To be flexible with planning and to implement and prioritize multiple tasks
- Valid PA Driver's License, auto insurance and vehicle
- Ability to work professionally with maintaining confidential information with other community agencies, general public and agency staff
 - To be able to adapt to working in different surroundings including individual's home, school, community setting, provider agencies and Center
- Make respectful relationships with the people you serve in helping them achieve self-assurance
- Support the organization's mission along with sensitivity of cultural and workplace harmony.
 - Must be able to travel to all locations as assigned and walking and standing may be needed to carry out your work duties and to be able to lift up 10lbs to carry files, small tools etc.
- Must meet Act 33 and 34 and FBI clearance requirements
- Follow all safety procedures and COVID restrictions in the workplace

PLEASE SEND/EMAIL OR FAX RESUME AND COVER LETTER TO:

HUMAN RESOURCES DIRECTOR
RANKIN CHRISTIAN CENTER
230 THIRD AVENUE
RANKIN, PA 15104
EMAIL TO – HumanResources@rankinchristiancenter.org
FAX – 412-436-2147

(Please No Phone Calls)