



# 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:** February 29, 2024

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## 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 are 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 support 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.

The Rankin Christian Center is proud to offer a comprehensive benefit package which includes lots of extras, work/life balance, training and education and room for growth. If you want to be a part of a team that is knowledgeable, committed, accountable and creative...Then look no further. Apply Today!

## 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.
- 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.
- Ability to work professionally in different surroundings including individual's home, schools, community settings, provider agencies and Center.
- Must be flexible and able to travel to all locations as assigned.
  - Walking and standing may be needed to perform your work duties and to be able to lift up to 10 lbs. to carry files, small tools etc.
- Communication along with professionalism.
- Must meet Act 33 and 34 and FBI clearance requirements.

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

HUMAN RESOURCES DIRECTOR  
RANKIN CHRISTIAN CENTER  
230 THIRD AVENUE  
RANKIN, PA 15104  
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