

Job Title: Lead Coordinator
Department: Community Engagement Services
Posted: May 25, 2017
Wage: 13.50-14.10/ hour DOE



Helping people live
their greatest lives

Are you looking for an opportunity to make a difference in the lives of people who have disabilities? Are you interested in social justice and advocating for personal and civil rights alongside people whose voices have historically been ignored? Are you a creative and passionate person looking to work for a dynamic organization with practices that are leading change in our industry? If you said YES to any of these, you may be just the person we are looking for to step into this role! Full benefits package including 120 hours of paid time off in first year (increases annually) and 7 paid holidays.

Community Engagement Services is about fulfilling the social interaction that we all want and need. From bowling, volunteering, to helping people learn new skills; the staff in this program get out in the community and create new opportunities. As a staff in this role you will get to experience cooking classes, music and arts, yoga, sports, and much more alongside the people we support.

Essential Responsibilities:

- Work with and provide supervision to adults with disabilities in community activities
- Create and maintain weekly schedules
- Provide effective and consistent communication with team members, families, case managers, and other interested parties regarding service delivery and individual progress
- Provide transportation as assigned
- Act as a mentor for Coordinators and Community Support Specialists
- Provide support to Program Managers as needed and complete additional tasks assigned as needed

Education:

- High school diploma or equivalent required
- Two-year degree with at least two years of experience working with people with disabilities in community-based employment preferred

Qualifications:

- Have a valid driver’s license and clean driving record
- Good written and oral communication skills
- Proven customer service skills
- Able to lift and provide physical assistance to individuals supported by CIP
- Basic sign language skills preferred
- Must pass a Department of Human Services background study.

Work Environment:

The employee in this position typically works the majority of the time in the community with some office time. Candidates will be expected to work generally Monday – Friday, daytime hours, with some flexibility based on program needs. The person in this position will work 40 hours per week.

How to Apply:

Send resume and cover letter to: Shauna Cropsey, scropsey@cipmn.org or fax to 612-353-4671