

<b>Job Title:</b> Lead Coordinator
<b>Department:</b> Employment
<b>Posted:</b> April 12, 2017
<b>Wage:</b> 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.*

**Essential Responsibilities:**

- Work with and provide supervision to adults with disabilities in jobs or other community activities
- Create and maintain weekly schedules
- Provide on-going support to adults with disabilities in community-based work settings
- Perform the duties of a Designated Coordinator (as specified in MN Statute 245D)
- Write and implement action plans, quarterly & annual reports & assessments for assigned caseload
- Attend IDT meetings (quarterly, semi-annual, annual & special meetings) as assigned
- 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 assigned

**Credentials/Qualifications:**

- Minimum of a four year degree, preferably in Human Services or related field (Psychology, Social Work, Sociology, Teaching or Recreation Therapy) or two-year degree with at least two years of experience working with people with disabilities in community-based employment preferred
- 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
- Preference given to current employees of Employment Services
- Must pass a Department of Human Services background study.

**Work Environment:**

Full Time: 40 hours, typically Mon-Fri days but flexibility with schedule is required. May be required to work evenings and/or weekends to provide adequate training and support to people at community jobs. Must be able to attend all required staff meetings and training as assigned by manager. Potential to work four 10-hour days with approval of ECS Director.

**How to Apply:**

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