

WILLOWS WAY, INC.

Quality Supports for Individuals with Developmental Disabilities

ISL SUPPORT COORDINATOR - Full time and Part Time (Residential Home Coordinator)

\$11.75 per hour plus \$53.20 stipend for asleep overnight shifts

*** See separate listing on our website for locations currently open.**

Some positions require ability to physically support individuals who use wheelchairs.

QUALIFICATIONS

- Preference given to those who have combination of experience with people with developmental disabilities and education in human service field. Minimum 4 years of full time experience in residential developmental disability setting plus willingness to complete online College of Direct Support curriculum on own time within 4 months of hire.
- Reliability, kindness, compassion, patience and a positive role model
- Good communication skills
- Disabilities or Mental Health experience preferred
- Financial math skills
- Flexibility is a must (Some on call duties and rotating weekends)
- Drivers License, car insurance and reliable transportation required
- Work hours may include days, nights, weekends and holidays

CORE RESPONSIBILITIES

- Assist customers with developmental disabilities with daily life activities including personal care, household chores, shopping, and recreational and social activities.
- Provide companionship and emotional support to each individual served
- Mentor new and existing staff
- Assure daily activities are completed through job delegation
- Assure all customer's doctors appointments are scheduled
- Assure all information in the customer's books are kept updated and inform the Program Manager of any changes in the customer's life
- Monitor customer's spending and maintain accurate ledgers assuring all bills are paid in a timely fashion

LOCATION

- Customer homes are through out the St. Louis and St. Charles County area. The main office is located in St. Charles, MO.

WILLOWS WAY | 800 FRIEDENS ROAD | SUITE 100 | ST. CHARLES, MO 63303 | 636-757-0511
WWW.WILLOWSWAY.ORG

To apply, send completed Willows Way application (downloadable from website) to the address above or fax to 636-757-0512 or e-mail to hr@willowsway.org or you may stop by our office between 9am and 4pm Monday - Friday to complete an application.

*Resumes without completed applications will not be considered.

*Willows Way, Inc. is an at-will equal opportunity employer,
in compliance with federal and state employment laws. (EOE/AA)*