At Willows Way we believe that people of all abilities should have the opportunity to experience a sense of home, a feeling of security and an avenue for personal growth. We want those who feel the same way to join our team! We believe in the Values of: Teamwork, Respect, Integrity, and Person-Centeredness. It is our mission to empower individuals with intellectual and disabilities to live a life beyond limits through personalized support and community engagement. If that is your mission too, we’d love for you to join us!

**ISL SUPPORT COORDINATOR (Residential Home Lead)--Full time**

$13.75 per hour, Paid Weekly

*Asleep shifts: $8.60 per hour for all asleep shifts*

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

The Support Coordinator typically works in their clients’ home 4 days a week, with the 5th day for paperwork/office duties.

Excellent Benefits: Paid Training, Full & Part Time Employees Accrue Paid Time Off at a rate of .038 PTO per hour worked (80 Hours per year if working 40 hours per week). Full Time Employees: 8 Paid Holidays, 2 Paid Personal Days, 401K at 2% Employer Match

Insurance Plans for Benefit Eligible Employees: Willows Way pays 80% of Employee Only Health Insurance Coverage with a Health Reimbursement Account (which assists with deductible costs), 50% of All Dental Coverages. We also offer Supplemental insurances, i.e. Vision, Short Term Disability, Long Term Disability and more.
QUALIFICATIONS

- The Support Coordinator (SC) must be at least 18 years of age, high school graduate/GED
- Have the minimum qualification of 30 college credit hours toward completion of a degree in human services i.e. psychology, social work, counseling, nursing, education, human services or Completion of a human services certificate program i.e. Certified Nurse Assistant (CNA)
- 1 year Full Time equivalent work experience in service delivery to individuals with developmental disabilities. (May be substituted with service delivery to individuals in a hospital or nursing home setting.)
- Reliability, kindness, compassion, patience and a positive role model
- Good communication skills
- Financial math skills
- Flexibility is a must (Some on call duties: day, nights, weekends, holidays—as the need arises)
- Driver’s License, car insurance and reliable transportation for every shift is required (mileage, for client use, is reimbursed at $.48 a mile)

CORE RESPONSIBILITIES

- Assist customers with developmental disabilities complete 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

Willows Way, Inc. is an at-will equal opportunity employer