

601 Senior Drive
 New Lexington, Ohio 43764
 Phone: 740-342-3542



INTERNAL AND EXTERNAL POSTING

INTERVIEWS ARE SCHEDULED FOR CANDIDATES WHO BEST MEET POSITION REQUIREMENTS.

POSTING EFFECTIVE DATE:
May 23, 2024

POSTING REMOVAL DATE:
June 7, 2024

COMMUNITY SUPPORTS COORDINATOR

The CSC is responsible to work with people, serve as a resource, assist in development opportunities, and facilitate community connections including but not limited to the Academy of Leadership Abilities®, Supported Decision Making, Pioneering Possibilities®, and PCBDD Summer Camp. The CSC assists people to develop responsibility, accountability, independence, leadership, and self-sufficiency (RAILS).

SUPERVISOR	Community Supports Supervisor
QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's degree in education, psychology, social work, or related field. • Minimum of two years' experience working in the field of developmental disabilities. • Excellent verbal and written communication for effective interaction with internal and external customers. • Strong computer and technology experience including the use of Microsoft Office 365, web-based applications, and various technology systems; experience troubleshooting basic technology-related issues. • Valid driver's license with acceptable driving abstract to meet criteria for insurability, driving is an essential function of the position. • Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information.
SALARY & STATUS	<ul style="list-style-type: none"> • Position is classified civil service, non-exempt, overtime eligible. • Salary range is to be determined. • Education and experience considered for range placement.
PRIMARY LOCATION	PCBDD Sarah A. Winters Building, 601 Senior Drive, New Lexington, OH 43764
SCHEDULE	<ul style="list-style-type: none"> • Full-time position, routinely 8 hours per day, may be required to work evenings and/or weekends, schedule may be flexible and variable.
WORKPLACE CULTURE	<ul style="list-style-type: none"> • Flexible and family-friendly work environment. • Progressive organization focused on innovation, leadership, and culture. • High levels of employee engagement.
APPLICATION PROCESS	Forward applications/resumes to Administrative Supports Director Jessica Stroup via email at j.stroup@perrydd.org . Employment Application is available at www.PerryDD.org .