### RANKIN CHRISTIAN CENTER – JOB POSTING

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Supports Coordinator</th>
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<tbody>
<tr>
<td>Education Level:</td>
<td>BA/BS Degree in Elementary or Secondary Education/or related field</td>
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<tr>
<td>Workweek:</td>
<td>Monday through Friday</td>
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<tr>
<td>FSLA Status:</td>
<td>Full Time - Exempt</td>
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<tr>
<td>Date Posted:</td>
<td>July 2015</td>
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**Summary**
Agency seeks professional for Supports Coordinator position to locate, coordinate and monitor services for individuals with developmental/intellectual disabilities. Individual must possess good organizational, interpersonal, written and oral skills. Experience in Human Services field and direct experience with developmental disabilities a plus. Excellent work environment and benefits.

**Requirements**
- Master’s or Bachelor’s Degree in social work, counseling, psychology, education, child development or related field, and one of the following: (a) at least 12 college credits in the following: sociology, social welfare, psychology, gerontology, criminal justice, or related social science; (b) two years of experience as a County Social Service Aide 3 and 2 years of college level course work which includes at least 12 college credits in: psychology, criminal justice, gerontology, sociology, social welfare, or other related field; or (c) any equivalent combination of experience and training which includes at least 12 college credits in: psychology, criminal justice, gerontology, sociology, social welfare, or other related field, and one year of experience as a County Social Services Aide 3 or similar position performing related paraprofessional services.
- At least one year of experience working directly with persons with developmental disabilities is preferred.
- Must meet Act 33 and 34 and FBI clearance requirements
- Valid PA Driver’s License and Vehicle
- Microsoft Office, Word and Internet Skills

**PLEASE SEND/EMAIL OR FAX RESUME AND COVER LETTER TO:**

HUMAN RESOURCES DIRECTOR  
RANKIN CHRISTIAN CENTER  
230 THIRD AVENUE  
RANKIN, PA  15104  
EMAIL TO - Rankinchristiancenter@gmail.com  
FAX – 412-436-2147

(Please No Phone Calls)