



RANKIN CHRISTIAN CENTER – JOB POSTING

Job Title:	Supports Coordinator
Education Level:	BA/BS Degree in Elementary or Secondary Education/or related field
Workweek:	Monday through Friday
FSLA Status:	Full Time - Exempt
Date Posted:	July 2015

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)