PROGRAM SPECIALIST – ID/DD DAY PROGRAM SERVICES

AGENCY: Citizen Care, Inc.
DEPARTMENT: Learning / Employment / Retirement Services
POSITION: Program Specialist
STATUS: Full Time
HOURS: 8:00 AM to 4:30 PM; Monday through Friday; some flexibility required
LOCATION(S): McKees Rocks

Citizen Care, Inc. (CCI) provides residential, learning, employment and retirement services to over 300 adults with intellectual and developmental disabilities. The Agency operates 70 community homes and four adult training facilities located throughout the southwestern suburbs of Pittsburgh. A strong philosophical commitment to the principles of choice and self-determination affords people with numerous opportunities to manage their own lives and to live with dignity and respect as members of the community.

The Program Specialist, internally referred to as the Services and Supports Coordinator, will be responsible for the successful implementation of individualized plans for services and supports for people who attend the Training and Outsourcing Center day program.

QUALIFICATIONS
1. Bachelor’s degree, preferable in the field of human services
2. Two (2) years’ experience providing services and supports to people with intellectual disabilities
3. One (1) year management/supervisory experience
4. Demonstrated potential for proficiency in designing and implementing services and supports plans
5. Excellent communication, writing and computer skills
6. Excellent references, both personal and work

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