Citizen Care Inc., a subsidiary of Partners For Quality Inc., provides residential, day program, habilitation, supported employment opportunities and behavioral support services to adults with intellectual and developmental disabilities. We are a non-profit organization, accredited by the Council on Quality & Leadership. Citizen Care has locations throughout the West Hills and South Hills of Allegheny County.

The **Community Living Coordinator** will be responsible for the coordination of supports and services for the people supported that reside in a designated Community Living division. The position relies heavily on teamwork and communication between all team members. Duties include, but are not limited to:

- The coordination of services and supports
- Performing on-call responsibilities as assigned
- Focus on The Council on Quality and Leadership’s Quality Measures
- Compliance with CCI Policies and Procedures, 6400 Regulations and the Office of Developmental Program’s medication administration guidelines
- Performance of all ISP responsibilities of the Program Specialist position in accordance with the 6400 Regulations
- Quality Management Planning
- Incorporating the Agency’s Vision, Mission and Values
- Communicate effectively at all levels

**QUALIFICATIONS**

1. Bachelor’s degree, preferably in Human Services, consistent with State Licensing Regulations and two (2) years experience providing services and supports to people with intellectual disabilities **OR**
   Associate’s degree or 60 college credits, preferably in Human Services and four (4) years experience providing services and supports to people with intellectual disabilities
2. One (1) year experience in residential programs
3. Prior experience in developing and implementing Individual Support Plans (ISPs) for people with intellectual disabilities
4. Excellent communication and writing skills
5. Act 34 and (if applicable) FBI Clearances

**SALARY**

*Please submit wage requirements with resume and / or online application*

**CASH INCENTIVES**

Employees have the opportunity to earn additional money through various incentive programs:

- $1,000 Employee Referral (for successfully referring someone to employment)

**BENEFITS**

Full Time employees enjoy a comprehensive benefits package:

- Health, Dental and Vision Insurances (United Healthcare)
$1,200 cash payout option in lieu of Health Insurance coverage

- Healthcare Flexible Spending Account
- Dependent Care Flexible Spending Account
- 16 to 26 Paid Days Off / year
- 48 Paid Sick hours / Year
- 7 Paid Holidays
- Short Term Disability
- Life Insurance
- Optional 401(k) with Employer match

WORK PERKS
- Paid training
- Free parking
- Mileage reimbursement
- Employee Activities, Rewards and Recognition Programs
- Comprehensive Employee Assistance Program
- Cell Phone discount (Verizon)

APPLY TO THIS POSITION
Interested applicants can choose to apply in any of the following ways:
✓ Complete an employment application online
✓ Email resumes: Careers@PFQ.org
✓ Fax resumes: 412-446-0749
✓ Drop off resumes or apply in person: Partners For Quality, 250 Clever Road, McKees Rocks, PA 15136

If you need any assistance or require an accommodation to apply please contact us at 412-446-0700.

www.PFQ.org
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Partners For Quality and its family of agencies are an equal opportunity employer
EOE