ORGANIZATION: Milestone Centers Inc.
DEPARTMENT: Intellectual and Developmental Disabilities Day Program Services
POSITION: Community Participation Program Specialist / Activities Coordinator
STATUS: Full-Time; 37.5 hours / week
HOURS: 8:00 AM to 3:30 PM; Monday through Friday
LOCATION: Penn Hills
SALARY / WAGES: $15.27 / hour

Milestone Centers, a subsidiary of Partners For Quality Inc., is a nonprofit, community-based human services agency supporting individuals with behavioral health challenges and intellectual & developmental disabilities in communities throughout Western Pennsylvania. Our Agency oversees 20 residential settings, two outpatient offices, three adult training facilities, a prevocational enterprise program, a consumer drop-in center, habilitation services, and two Health Care Quality Units in Butler and Warren, which train professionals in 18 counties. Milestone Centers has earned certification from the Sanctuary Institute for providing trauma-informed care.

The **Community Participation Program Specialist / Activities Coordinator** is responsible for overseeing and managing the programming for assigned caseload of individuals in the Intellectual and Developmental Disabilities department and maintain compliance with all applicable PA Chapter 2380 and 6100 regulations. Duties include, but are not limited to:

- Coordinates, completes, and distributes all assessments as required by licensing chapter regulations as well as assessments based on health, safety, risk reduction, and client satisfaction initiatives
- Participates in the individual plan process including development, team reviews and implementation, in accordance with applicable licensing chapter
- Reviews individual plan updates, critical revisions, and annual reviews for accuracy and communicates needed corrections and revisions to the Supports Coordinator. Maintains documentation of correspondence with the Supports Coordinator and plan/support team. Manages, coordinates and provides staff training regarding the needs of the individuals as identified in the plan
- Provides, coordinates and oversees activities for the individuals in accordance with the individual plans
- Supports the integration of individuals in the community
- Supports the communication needs of the individuals and promotes involvement with families and friends
- Reviews Daily/Service Notes for completion and accuracy and incorporates data collected into Progress Notes

**QUALIFICATIONS**

1. Master’s Degree or above from an accredited college or university and 1 year of work experience working directly with persons with disabilities **OR** Bachelor’s Degree from an accredited college or university and 2 years of work experience working directly with persons with disabilities **OR** Associate’s Degree or 60 credit hours from an accredited college or university and 4 years of work experience working directly with persons with disabilities
2. Ability to lift and transfer without restriction

**WAGES**

$15.27 / hour

**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
- 15 to 27 Paid Days Off / year
- 8 Paid Holidays
- Short Term Disability
- Long Term Disability
- Life Insurance
- Supplemental Insurance (AFLAC)
- Optional 401(k) with Employer match

WORK PERKS
- Paid orientation and training (Medication Administration, CPR, First Aid, etc.)
- Free parking (select locations)
- Mileage reimbursement
- Employee Activities, Rewards and Recognition Programs
- Cell Phone discount (Verizon)
- Comprehensive Employee Assistance Program
- Credit Union
- Educational Leave
- Legal Services (Legal Shield)

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: 412-824-8160
- 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.

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Partners For Quality and its family of agencies are an equal opportunity employer
EOE