



Quality Supports for Individuals with Developmental Disabilities for over 25 Years

Community Resource Coordinator – Full Time Non-Exempt

Realities Program – serving individuals with disabilities who live on their own in the community.

STARTING PAY: \$12.25-\$12.75 per Hour

QUALIFICATIONS

The Community Resource Coordinator (CRC) will:

- Be at least 18 years of age and
- Have attained an Associate's Degree (or) Bachelor's Degree in a Human Services field of study a
- Least one year of service in the MR/DD or other disability or human service related field.
- *Reliability, compassion, patience and a positive role model*
- *Good communication skills*
- *Flexibility in hours available*
- *Excellent Time Management and Organizational Skills*
- *Ability to obtain knowledge of Community Resources in the St. Charles and/or St. Louis City*
- *Drivers License, car insurance and reliable transportation; some positions may require extensive driving in the area; mileage is reimbursed*

CORE RESPONSIBILITIES

- *Monitor all aspects of home management and community participation of the individual supported*
- *Provide both physical and verbal guidance to individuals supported as requested or deemed appropriate to insure the highest quality of life*
- *Insure that optimal community inclusion is achieved, friendships are developed/nurtured, and individuals are living a life expressive of their own personal interests and choices*
- *Assist clients in areas of finances, health, residence, transportation, nutrition, socialization, and employment.*

LOCATION

- *Our clients' homes are located throughout St. Charles County. The main office is located in St. Charles, MO.*

WILLOWS WAY | 800 FRIEDENS ROAD | SUITE 100 | ST. CHARLES, MO 63303 | 636-757-0511

HOW TO APPLY: APPLY ONLINE ON OUR WEBSITE OR SEND YOUR RESUME TO HR@WILLOWSWAY.ORG OR FAX TO 636-757-0512

WWW.WILLOWSWAY.ORG