

# WILLOWS WAY, INC.

*Quality Supports for Individuals with Developmental Disabilities*

## **ISL SUPPORT COORDINATOR - Full time**

**(Residential Home Coordinator)**

**\$11.25-\$12.00 per hour (Sunday 11pm thru Friday 5pm)\***

**\$12.00-\$12.75 per hour (Friday 5pm thru Sunday 11pm)\***

**\*Asleep shifts : \$7.65 per hour for all asleep shifts**

**Some positions require ability to physically support individuals who use wheelchairs.**

### QUALIFICATIONS

- Minimum high school diploma (or equivalent) and 1 year of full time equivalent experience in residential developmental disability setting plus ability to complete online College of Direct Support curriculum on own time within 6 months of hire. (In lieu of the CDS curriculum, an Associate's Degree or Bachelor's Degree with at least 6 classes in human service field preferred is acceptable. Other human service experience may be considered.)
- Reliability, kindness, compassion, patience and a positive role model
- Good communication skills
- Disabilities or Mental Health experience preferred
- Financial math skills
- Flexibility is a must (Some on call duties and rotating weekends)
- Drivers License, car insurance and reliable transportation required
- Work hours may include days, nights, weekends and holidays
- Reliable vehicle available on every shift.

### CORE RESPONSIBILITIES

- Assist customers with developmental disabilities with daily life activities including personal care, household chores, shopping, and recreational and social activities.
- Provide companionship and emotional support to each individual served
- Mentor new and existing staff
- Assure daily activities are completed through job delegation
- Assure all customer's doctors appointments are scheduled
- Assure all information in the customer's books are kept updated and inform the Program Manager of any changes in the customer's life
- Monitor customer's spending and maintain accurate ledgers assuring all bills are paid in a timely fashion

### LOCATION

- Customer homes are through out the St. Louis and St. Charles County area. The main office is located in St. Charles, MO.

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

WWW.WILLOWSWAY.ORG

To apply, send completed Willows Way application (downloadable from website) to the address above or fax to 636-757-0512 or e-mail to [hr@willowsway.org](mailto:hr@willowsway.org) or you may stop by our office between 9am and 4pm Monday - Friday to complete an application.

\*Resumes without completed applications may not be considered.

*Willows Way, Inc. is an at-will equal opportunity employer,  
in compliance with federal and state employment laws. (EOE/AA)*