

WILLOWS WAY, INC.

Quality Supports for Individuals with Developmental Disabilities

POSITION OPEN:

Project HEART Coordinator Full Time \$14.42 - \$15.38 per hour

Schedule: 11am-7:30pm (with 30 minute unpaid lunch) when classes are scheduled, 8:30am-5pm, or other agreed upon schedule, on days without classes. A series of 3 consecutive Saturday morning classes (9a – noon) are also conducted once per quarter.

QUALIFICATIONS

Qualifications: The Project H.E.A.R.T. (Health Education and Resource Training) Coordinator will be at least 18 years of age and have the minimum qualification of an Associate's Degree (or equivalent 60 college credit hours) in a human service field (Bachelor's preferred). S/he must have 2 years experience as a trainer, instructor, or teacher (or experience in a classroom setting) with knowledge and experience in effective teaching techniques and curriculum development. Experience in a setting with people with developmental disabilities preferred.

FUNCTION

The goal of the Project Coordinator is to develop, coordinate and provide interactive evening educational classes for individuals with developmental disabilities, their families, support staff and community members that focus primarily on health and/or safety related topics. This will be done within the guidelines and goals of Willows Way and its funders.

RESPONSIBILITIES

- Be a positive and professional image for Project H.E.A.R.T. participants, those that support them, local agencies, and the community at large
- Develop, schedule, direct, deliver and implement all Project H.E.A.R.T. classes
- Become proficient on current PH curriculums which include but are not limited to: nutrition, exercise, relationships, sexuality, etc.
- Analyze health topic training needs for people with developmental disabilities and their support network
- Research and design new curriculum on various topics based on participant need.
- Complete all responsibilities associated with the administration of classes including but not limited to: participant registration, procurement of necessary materials, pre/post test development and calculation of results, documentation of participant attendance
- Adapt training curriculum to the needs and level of understanding of the participants with a focus on empowering individuals to advocate on their own behalf regarding health issues
- Provide direction and support for PH participant co-leaders.
- Create and maintain a catalog of all curriculums utilized in PH to include: pre/post tests, materials/supplies needed instructions, activity descriptions, and handouts.
- Report on program outcomes, data and progress in accordance with funder guidelines and supervisor directives.

- Cultivate collaborative partnerships as related to the goals of the program, as directed by the AD of Community Services.
- Investigate and connect with community programs, agencies and independent consultants for training options.
- Network with individuals and agencies in order to promote PH and WW.
- Create monthly Project HEART training calendar and newsletter and distribute to community, agencies, people served, etc.
- Obtain and maintain trainer certification on various training topics as assigned.
- Maintain fiscal records in collaboration with the Willows Way Business office.
- Attend conferences as needed on topics related to position.
- Utilize technology to deliver training as applicable.
- Assist Associate Director with other projects as directed.

BASIC LIST OF REQUIREMENTS:

- Ability to lift, push, pull or otherwise move objects up to 25 pounds in weight
- Ability to continually walk and stand for up to three (3) hours
- Ability to read, comprehend, write and speak effectively in English
- Ability to see and hear as necessary based on specific assignment(s)
- Dispossession of communicable disease(s) (e.g., tuberculosis)
- Ability to complete basic math functions
- Proficiency with Microsoft Office applications i.e. Excel, Access, Outlook, PowerPoint, Word
- Reliable transportation, current vehicle insurance and valid driver's license.
- Must be able to successfully obtain CPR, First Aid, and Crisis Intervention certification.
- Successfully pass all required background checks for the position.

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 or you may stop by our office between 9am and 4pm Monday – Friday to complete an application

Willows Way, Inc. is an at-will equal opportunity affirmative action employer