

WILLOWS WAY, INC

Quality Supports for Individuals with Developmental Disabilities

Associate Director of Community Services (RISE Day Program & Project HEART)

Core Responsibilities:

- Work in partnership with individuals served (in conjunction with their families and other support networks) in a day program setting to find desirable, meaningful social and leisure activities which match participant's interests, and facilitate the client's engagement in those activities. These might include socializing, activities related to hobbies, community activities, volunteer activities, etc...
- Make contact and develop relationships with community organizations with whom the individuals served might want to connect within the day program community setting. Insure calendar of community events and activities are created and scheduled.
- Monitor unit delivery according to budget guidelines.
- Develop and maintain working relationship with funder entities.
- Insure written plans for service delivery and monitoring of completion of all service delivery outcomes.
- Provide oversight, guidance and supervision of Project HEART community training classes.

Qualifications:

- Minimum: Bachelor's Degree in a Human Services field (other similar degrees may be considered)
- Two years of professional experience in the developmental disabilities field
- Demonstrated leadership abilities
- Strong written and verbal communication and interpersonal skills
- Superior ability to organize and maintain information
- Ability to use Microsoft Office applications i.e. Outlook, Word, Excel
- Excellent role model for support to adults with intellectual/physical disabilities.
- Ability to fulfill direct support role as needed.

LOCATION

Willows Way | 800 Friedens Road | Suite 100 | St. Charles, MO 63303 | 636-947-6591
www.willowsway.org

To apply, send *resume* to the address above or fax to 636-757-0512 or e-mail to hr@willowsway.org with your salary requirements.
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