



Quality Supports for Individuals with Developmental Disabilities Since 1990

It is our mission to empower individuals with intellectual and developmental disabilities to live a *life beyond limits* through personalized support and community engagement.

Do you have the heart for empowering others to be the best they can be in a caring environment? Do you have the desire to help the people we serve discover their individual paths to personal growth in our community? If so, we want to hear from you!

Community Resource Coordinator – Full Time Non-Exempt

STARTING PAY: \$13.00-\$13.50 per Hour, Paid Weekly

Excellent Benefits: Paid Training, Full & Part Time Employees Accrue Paid Time Off at a rate of .038 PTO per hour worked (80 hours per year if working 40 hours per week).

Full Time Employees: 8 Paid Holidays, 2 Paid Personal Days, 401K at 2% Employer Match

Insurance Plans for Benefit Eligible Employees: Willows Way pays 80% of Employee Only Health Insurance Coverage with a Health Reimbursement Account (assists with deductible costs), 50% of All Dental Coverages.

We also offer Supplemental insurances i.e. Vision, Short Term Disability, Long Term Disability and more.

Realities CRC's support both individuals who live on their own and some who live at home with natural supports. CRC's may have up to 8 clients with whom they are assigned to visit and assist weekly. CRC's work a variety of daytime hours plus, at least, 2-3 evenings a week.

(Services vary and are based on the needs of the individual.)

QUALIFICATIONS

The Community Resource Coordinator (CRC) will:

- Be at least 18 years of age
- Associate's Degree, 60 hours towards (or) Bachelor's Degree in a Human Services field of study
- At 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: driving in the area to client's home(s), day and evening hours
- Excellent Time Management and Organizational Skills
- Ability to obtain knowledge of Community Resources in the St. Charles and/or St. Louis City
- Driver's License, car insurance and reliable transportation—position requires driving to multiple homes in the community daily, mileage (for client use) is reimbursed at \$.48 per mile

CORE RESPONSIBILITIES--(while driving to 2-4 homes per day)

- 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

WWW.WILLOWSWAY.ORG

To apply, complete and submit an application online, or 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. You may also stop by our office between 9am and 4pm Monday – Friday to complete an application.

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