

## **WILLOWS WAY, INC.**

*Quality Supports for Individuals with Developmental Disabilities*

### **ISL SUPPORT COORDINATOR – Full time**

**(Residential Home Coordinator)**

**\$12.00 per hour**

**\*Asleep shifts: \$7.85 per hour for *all* asleep shifts**

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

### **QUALIFICATIONS**

- The Support Coordinator (SC) must be at least 18 years of age.
- Have the *minimum* qualification of 30 college credit hours toward completion of a degree in human services i.e. psychology, social work, counseling, nursing, education, human services or Completion of a human services certificate program i.e. Certified Nurse Assistant (CNA)
- 1 year Full Time equivalent work experience in service delivery to people with developmental disabilities.
- Reliability, kindness, compassion, patience and a positive role model
- Good communication skills
- Financial math skills
- Flexibility is a must (Some on call duties and rotating weekends)
- Driver's 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

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 individuals with Developmental Disabilities*