



*Quality Supports for Individuals with Developmental Disabilities since 1990*

At Willows Way we believe that people of all abilities should have the opportunity to experience a sense of home, a feeling of security and an avenue for personal growth. We want those who feel the same way to join our team!

We believe in the Values of: Teamwork, Respect, Integrity, and Person-Centeredness. It is our mission to empower individuals with intellectual and disabilities to live a **life beyond limits** through personalized support and community engagement.

If that is your mission too, we'd love for you to join us!

***ISL SUPPORT COORDINATOR (Residential Home Manager)--Full time  
\$13.00 per hour, Paid Weekly***

***Asleep shifts: \$8.60 per hour for all asleep shifts***

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

The Support Coordinator typically works in their clients' home 4 days a week, with the 5<sup>th</sup> day for paperwork/office duties.

**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 (which 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.

## **QUALIFICATIONS**

- The Support Coordinator (SC) must be at least 18 years of age, high school graduate/GED
- 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 individuals with developmental disabilities. (May be substituted with service delivery to individuals in a hospital or nursing home setting.)
- Reliability, kindness, compassion, patience and a positive role model
- Good communication skills
- Financial math skills
- Flexibility is a must (Some on call duties: day, nights, weekends, holidays—as the need arises)
- Driver's License, car insurance and reliable transportation for every shift is required (mileage, for client use, is reimbursed at \$.48 a mile)

## **CORE RESPONSIBILITIES**

- Assist customers with developmental disabilities complete 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](http://WWW.WILLOWSWAY.ORG)**

To apply, complete and submit an application online, or download, complete and mail to the address above or fax to 636-757-0512 or e-mail to [hr@willowsway.org](mailto: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*