



Positions Available within
Keystone Community Resources
August 1, 2011

Auto Mechanic

Position responsibilities include performing vehicle maintenance, repairs, and inspections. Some travel may be necessary for parts and other necessities.

Position requires High School Diploma and valid PA driver's license. An experienced ASE certified mechanic with valid PA Inspector License is strongly desired. Students currently enrolled in ASE certification course may be considered.

Case Manager

Position responsibilities include creating and maintaining all aspects of resident's personal file/chart, and creating and revising Individual Service Plans. Some travel and direct care may be necessary for the 20+ caseload.

Position requires an Associate's degree and four years experience working with people with developmental disabilities or a Bachelor's degree and two years experience working with people with developmental disabilities, and a valid PA driver's license. Experience with Case Management is desired. **Madison Townhouse.**

Administrative Assistant

Position responsibilities include scheduling appointments, filing, answering phones, and other clerical support needs for the Clinical department.

Position requirements include being at least 20 years of age, having a high school diploma or GED, and a valid PA driver's license. Administrative experience and medical office/billing experience are strongly desired.

Program Manager

Responsibilities include overseeing the daily operations of one community living home, its residents, and employees. Maintaining client charts, attending meetings for client care.

Position requires an Associate's degree and four years experience working with people with developmental disabilities or a Bachelor's degree and two years experience working with people with developmental disabilities, and a valid PA driver's license. Flexibility in schedule is a must. **Calvin and Greenbush.**

Supported Living Coach

Position responsibilities include coaching clients on various goals to maintain and promote independence.

Position requirements include being at least 20 years of age, having a high school diploma or GED, and a valid PA driver's license, and a vehicle to transport client. Flexibility in schedule is a must as hours will vary and may include days, night, and weekend hours.

Direct Service Professional

Provide direct care for adults with developmental disabilities in a community living home setting throughout Lackawanna County. Full and part-time 2nd and 3rd shift positions available.

Position requirements include being at least 20 years of age, having a high school diploma or GED, and a valid PA driver's license. Flexibility in schedule is a must as there are weekend and holiday hours.

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Day Program Professional

Provide direct care for adults with developmental disabilities in a vocational day program setting in Scranton. Full-time day shift positions are available.

Position requirements include being at least 20 years of age, having a high school diploma or GED, and a valid PA driver's license.

How to Apply:

Anyone interested in one of these positions should obtain a Transfer/Promotion application from their supervisor or Human Resources. Applications should be signed by direct supervisor and submitted with a resume to Mindy Dickman in Human Resources (570-702-8088). External candidates will be considered after 7 days.