



# Positions Available within Keystone Community Resources *July 7, 2010*

## **Family Living Coordinator**

Position responsibilities include screening families for possible client placement, conducting references, maintenance of charts, and ensuring seamless transition for client. The position includes supervising others in the department.

Position requirements include having a Bachelor's degree and two years experience working with individuals with developmental disabilities or an Associate's degree and four years experience working with individuals with developmental disabilities, credits will be taken into consideration. Valid PA driver's license, supervisory experience, knowledge of licensing regulations and requirements, and flexibility in schedule is a must. There is travel and on call duties involved with this position.

## **Program Manager/Program Specialist:**

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.

- **Pequest – Adult male home located in Scranton**
- **South Webster**
- **Gouldsboro II**
- **Margaret Avenue – Adult male home located in Scranton**

## **Supported Living Program Specialist:**

Responsibilities include working with Supported Living Manager/Case Manager to develop, implement and monitor Individual Service Plans (ISP's) for assigned individuals. Communicate regularly with Coordinator for updates or any changes or incidents. Act in the capacity of a Supported Living Coach in response to vacations, shortages or emergency needs. Assist in the coordination of community activities and events to enhance community living. Writes, reviews and recommends changes to ensure documentation and notes are timely and accurate.

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



## Recruiter:

Position responsibilities include screening potential applicants, interviewing, reference checks, performing background checks, placement of individuals in appropriate homes, emailing Directors, Coordinators, Home and Training with new hire orientation individuals, maintain current job opening lists, post positions on various websites and work with Marketing to create advertisements. In addition, there is data entry and maintenance of various Excel spreadsheets.

Position requirements are: an Associate's or Bachelor's degree (60+ credits and experience will be taken into consideration), knowledge of state regulations, knowledge of programs/diagnoses, organization skills, attention to detail, and proficiency in Microsoft Office (Excel, Word, Outlook, etc).

## Program Specialist:

Position responsibilities include direct care, creating and maintaining all aspects of resident's personal file/chart, creating and revising Individual Service Plans, and acting as case manager.

Position requirements including having a Bachelor's degree and two years experience working with persons with disabilities or an Associate's degree and four years experience working with persons with disabilities. Applicants with 60+ college credits and experience working with persons with disabilities will be considered. Valid PA driver's license with one years driving experience also required.

Positions are available within our community homes: **Mary Street/Boulevard split (male), North Lincoln, Clover and Sunflower.**

## Direct Service Professionals:

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.

## 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 Dawn Hill in Human Resources (570-702-8088). External candidates will be considered after 7 days.

