



Positions Available

within Keystone Community Resources

September 2, 2009

Director of Residential Services:

Position responsibilities include assuring quality services are provided to residents, complying with licensing and agency standards, supervising assigned community living homes and team of professionals, and responding to emergency pager as needed (24 hours a day, 365 days a year).

Position requirements include having a Masters degree in Human Services or related field, or a Bachelor's degree in Human Services or related field and current enrollment in Master's degree program, and must have 10 years experience working with people with developmental disabilities with 5 years supervisory experience.

*Assignments to be determined

Program Managers:

Responsibilities include overseeing the daily operations of one community living home, its residents, and employees

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.

- **Bryn Mawr, located in Scranton, provides services for males (Program Manager/Program Specialist)**
- **Calvin Street, located in Dunmore, provides services for males with Autism**
- **Candy Lane, located in Moscow, provides services for children with Autism**
- **Margaret Avenue, located in Scranton, provides services for males (Program Manager/Program Specialist)**
- **Quincy Avenue, located in Scranton, provides services for male adolescents**
- **Summit Pointe IV/Summit Pointe V, located in Dickson City, both apartments provide services for 1 male**
- **Violet Apartment (Madison Townhouse), located in Scranton, provides services for males**



Assistant Manager:

Assists manager in the daily operation of the residence through direct service activity corresponding with Individuals Service Plans and staff supervision; in the absence of the manager fulfills necessary duties.

Position requirements include being at least 21, having a high school diploma or GED, a valid Pennsylvania driver's license, and experience working with children. Preferred Associate's or Bachelor's degree in human services or related field

- **Quincy Avenue, located in Scranton, provides services for males**
- **South Webster, located in Scranton, provides services for males**

Program Specialists:

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 40+ 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: North Lincoln, Birney, Homestead, McGuiness, Pequest, and Stafford I.

Direct Service Professionals:

Provides services to adults and adolescents 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 on of these positions should obtain a Transfer/Promotion application from their supervisor or Human Resources. Applications should be submitted with a resume to Megan Tucker in Human Resources (570-702-8069).

External candidates will be considered after 7 days.