

# *Positions Available*

within Keystone Community Resources

February 4, 2010

## **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.

## **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, McGuinness, Orchard, Pequest, Stafford I, and Jackson Street.

## **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 2<sup>nd</sup> and 3<sup>rd</sup> 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.

## **Program Manager:**

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.

- **Wheeler Avenue, located in Scranton, provides services for males in our transition home**

## **Supported Living Program Specialist:**

Responsibilities include working with Coordinator/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. Assists 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.

## **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 submitted with a resume to Dawn Hill in Human Resources (570-702-8088). External candidates will be considered after 7 days.