



## Management Position - **Supported Employment Coordinator**

### **About this position...**

Range Center's vision is for people of all abilities to be an equal part of our community. The focus of the Supported Employment Coordinator will be to **find appropriate employment opportunities** for individuals with disabilities and to **provide support to ensure long-term success** at the job.

The Supported Employment Coordinator is responsible for the development, implementation and evaluation of Range Center's new supported employment program for people with a range of disabilities.

### **About the benefits...**

This full-time position offers:

- \* Excellent professional work environment
- \* Competitive salary (based on education/experience)
- \* Paid vacation, personal days and sick leave
- \* Paid holidays
- \* Paid on/off-site training opportunities
- \* Schedule flexibility
- \* Excellent benefit package
  - Medical, dental, vision, and life insurances
  - 401(k) retirement plan with generous company contribution

### **Qualifications...**

- \* Experience in the design, implementation and monitoring of programs for successful employment
- \* Ability to be self-directed and work without close supervision
- \* Ability to work with local businesses, Chamber of Commerce(s) and other employment leads
- \* Experience in effective job searching techniques,
- \* Experience working with individuals with disabilities; ability to offer adaptations if needed
- \* Excellent organizational skills
- \* Excellent oral & written communication skills
- \* Education: AA degree with post secondary training in human services field; preferably QMDD. A combination of experience and education will be considered if applicant does not have a college degree.
- \* Possess valid MN driver license with good driving record
- \* Successful Rule 11 (criminal background check)
- \* Ability to lift weight unassisted (minimum 65 pounds)

Call Magan at (218)-254-3347, ext. 752 for additional information. Visit Range Center, Inc. at 1001 NW 8<sup>th</sup> Ave. in Chisholm to complete a job application in person or submit an application on-line at [www.rangecenter.com](http://www.rangecenter.com)

Application deadline: Open until filled

*Range Center, Inc. is an Equal Opportunity Employer*

04/17/17