



NOTICE OF JOB OPENING

Anchorage Home Alliance Coordinator

OPENS: 10/10/10
JOB STATUS: Full Time
SCHEDULE: See Job Description

CLOSES: When Filled
STARTING SALARY: See Job Description

JOB DESCRIPTION

The Home Alliance Coordinator is a live-in position that provides a positive & nurturing living environment for individuals experiencing developmental disabilities. This position manages an assisted living home, ensuring support in all activities of daily living and community inclusion opportunities are provided. This position also supervises other staff working in the home, ensures home finances are used properly and that all paperwork & reports are complete. The successful candidate will be creative, fun loving and willing to think outside the box.

The Home Alliance Coordinator works 16 hour days with at least every other weekend off and is provided private quarters in the assisted living home rent-free. Rate of pay is approximately \$49,900 annually plus housing & benefits

REQUIREMENTS

EDUCATION: High School Diploma or GED

EXPERIENCE: Experience working with individuals experience disabilities. Experience supervising staff preferred

- OTHER:**
- Ability to lift 50 pounds on a regular basis
 - Must be 21 years of age or older
 - Have a valid driver license & at least 3 years of driving experience (can include permit time)
 - Provide driving record that meets agency guidelines
 - Pass a criminal background check under state regulations

FOR MORE INFORMATION, CONTACT:

Human Resources Recruiter
Hope Community Resources, Inc.
540 W. International Airport Rd
Anchorage, AK 99518
1-800-478-0078
jobs@hopealaska.org