



NOTICE OF JOB OPENING

Juneau **Home Alliance Coordinator**

OPENS: 12/2/09

JOB STATUS: Full-Time Live-In

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 works as the manager of an assisted living home, ensuring all supports, activities of daily living and community inclusion opportunities are provided. This position supervises other staff working in the home, ensures home finances are used properly and that all paperwork & reports are complete. The Home Alliance Coordinator works 16 hour days with every other weekend off and is provided private quarters in the assisted living home rent-free. Rate of pay is approximately \$46,900 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