



NOTICE OF JOB OPENING

Juneau Care Coordinator

OPENS: 10/24/11
JOB STATUS: Full Time

CLOSES: when filled
STARTING SALARY: 20.08

JOB DESCRIPTION

The Care Coordinator provides planning and advocacy to individuals experiencing disabilities. This includes working with the person-centered team to coordinate services, facilitate meetings, quality assure supports, and author professional documents. This position will also be required to do monthly visits at support recipient's homes & in the community. The ideal candidate will be organized and have excellent time management, written and oral communication skills.

REQUIREMENTS

EDUCATION: Bachelor's Degree in Health Science, Social Science, Special Education or related field.

EXPERIENCE: Two years experience in social services.
One year of case management preferred.
Experience working with individuals with Autism preferred

OTHER:

- 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 regulation

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