



## NOTICE OF JOB OPENING

### *Soldotna Care Coordinator*

---

**OPENS:** 12/1/11  
**JOB STATUS:** Full Time

**CLOSES:** until filled  
**STARTING SALARY:** \$18.25 per hour DOE

---

### **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, positive, 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.

- 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](mailto:jobs@hopealaska.org)