

ADULT DAY PROGRAM SERVICE COORDINATOR OPENING

MYEP is a non-profit organization that provides Residential and Day Habilitation services to people with developmental disabilities. We are looking for qualified applicants for a management position in our Adult Day Program.

We are currently seeking a Service Coordinator in our Adult Day Program. Duties include: Writing and disseminating all caseload service plans and reports and maintaining case files in accordance with Quality Assurance standards. Ensuring services are provided as stated in service plans. Attends service meetings or assigns an appropriate designee. Coordinates trainings specific to caseload. Responsible for the development and supervision of Lead Direct Support Professionals. Monitoring of scheduling to ensure services are provided as stated in service plans.

Qualifications: Preference of a BA or BS from an accredited educational institution and/or a combination of education and experience which total five years. A Human Service background is essential. A minimum of one year of supervisory experience is required. A valid driver's license and acceptable driving record are required.

This position primarily works Monday through Friday daytime hours, occasional evening and weekend hours may be required.

To Apply: Send cover letter and resume to Megan Gerber, Program Director, by Monday, June 12th at m.gerber@myep.us or by mail at 407 Highland Ct., Iowa City, IA 52240.

Please contact Megan Gerber at 341-0060 ext. 7003 to have any questions answered.

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