

Management Position- Community Support Specialist

Are you looking to take the next step in your career? Do you want to work for a welcoming and progressive organization? Do you enjoy working with people in a leadership capacity? If you answered yes to these questions, then apply with CHOICE, unlimited! A non-profit leader in Duluth and the surrounding communities for the past 29 years, CHOICE, unlimited is dedicated to providing person-centered services to individuals with disabilities. We are currently hiring a management position in Duluth to support our vision of creating a vibrant community that empowers individuals with disabilities and fosters a culture of inclusiveness.

Position:

- Full Time: 40 hours per week Monday through Friday.
- Typical Hours: 7:30 am to 3:30 pm
- Hourly wage starting at \$18.00

Benefits:

- Paid Time Off, Health & Dental Insurance, Health Savings Account, Mileage is reimbursed, Voluntary Benefits including: 403B Retirement Fund, Accident Insurance, Critical Illness, Vision, Life Insurance, and Hospitalization.

Qualifications:

- A four-year degree in a human services or related field and one year of work experience with individuals with disabilities is required.
- Must have the ability to multitask and take on other duties as assigned.
- Must be extremely flexible and enjoy working with a diverse group of people.
- Must be willing to job coach persons served as needed.

Responsibilities:

- Ability to represent CHOICE, unlimited in a positive professional manner at all times
- Mentor and supervise a team of employees

- Manage a caseload of individuals receiving services from CHOICE, unlimited.
- Work directly with persons served.
- Create person centered programs for individuals served.
- Work closely with members of the Management and Administrative teams.
- Facilitate meetings with persons served and their support networks.
- Develop and implement Individual Outcome Plans and Person-Centered Plans.
- Create and update Annual Assessments, CSSP-A, Individual Abuse and Prevention Plans, and Progress Reports.
- Assist persons served in preparing for and obtaining employment.
- Train and mentor new employees.
- Facilitate monthly team meetings with employees
- Work as a liaison between persons served, staff, employers, residential staff, and other team members.

We are an Equal Opportunity Employer