

Do you enjoy inspiring and mentoring employees? Do you have a 4-year degree in a Human Service or related field, or a two year degree in a Human Service or related field and at least two years of experience working in a leadership capacity? Do you want to work for a welcoming and inclusive organization? If you answered yes to these questions, then we welcome you to apply with our agency! For the past 29 years CHOICE, unlimited has been a non-profit leader in Duluth and surrounding communities. 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: Community Support Specialist

- Manage a team of employees.
- Work as part of an agency wide leadership team.
- Full Time: 40 hours per week Monday through Friday.
- Typical Hours: 7:30 am to 3:30 pm
- Hourly wage starting at \$19.25

Qualifications:

- **A four-year college degree in a human service or related field and one year of work experience with individuals with disabilities, or a two year degree in a Human Service or related field and at least two years of experience working in a leadership capacity is required.**
- Ability to multitask and take on other duties as assigned.
- Flexibility and strong organizational skills are key in this position.
- Willingness to work with a diverse group of individuals to help them meet their life goals.

Responsibilities:

- Mentor and supervise a team of employees.
- Manage a caseload of individuals receiving services.
- Create person centered programs for individuals served.
- Work as a member of the leadership team.
- Facilitate team meetings.
- Write reports and create individualized plans.
- Assist persons served in preparing for and obtaining employment.
- Facilitate monthly team meetings with employees.
- Work as a liaison between persons served and other team members.

Benefits:

- Paid Time Off, Health Insurance (employer contributes 80% of premium), Dental Insurance (employer contributes 50% of premium), Health Savings Account, Mileage is currently reimbursed at .62 cents per mile, Voluntary Benefits including: 403B Retirement Fund, Accident Insurance, Critical Illness, Vision, Life Insurance, and Hospitalization.

We are an Equal Opportunity Employer