

## **Program Support Specialist**

Do you want to make a positive difference? Are you an experienced **Direct Support Professional** who **lives in or near Two Harbors or Silver Bay** and is looking to work for a progressive agency that serves people with disabilities? If your answer is yes to these questions then apply with CHOICE, unlimited today!

We are a non-profit agency in Duluth and are currently hiring a Program Support Specialist to work with people primarily in the Two Harbors and Silver Bay areas. Our agency is dedicated to providing person centered services to all the individuals we serve. We envision a vibrant community that empowers individuals with disabilities and fosters a culture of inclusiveness.

### **Position:**

- Full Time: 40 hours per week Monday through Friday. An occasional evening and weekend shift may be required
- Typical Hours: 8:00 am-4:00 pm
- Hourly Wage: \$13.50 per hour (\$14.50 for evening and weekend hours), mileage is reimbursed at .56 per mile

### **Benefits:**

Paid Time Off, Health & Dental Insurance, Paid Training totaling up to 40 hours, Mileage is reimbursed, Voluntary Benefits including: 403B Retirement Fund, HSA, Accident Insurance, Critical Illness, Vision, Life Insurance, and Hospitalization.

### **Qualifications:**

- A minimum of 1-year experience working with individuals with disabilities.
- Strong verbal and written communication skills, and proficient in Microsoft Office Suites.
- Over 18 years of age.
- High school diploma or equivalent degree.
- Valid driver's license, reliable and insured vehicle required.
- Must be able to pass a Minnesota Department of Human Services background check.
- Devoted to making a difference in the lives of individuals served.
- Must have organizational skills and time management skills.

### **Responsibilities**

- Must be a positive, mature role-model for the individuals served and staff who are employed with CHOICE, unlimited.
- Must be willing to transport persons served to various sites in the community.
- Must be willing and able to provide excellent training and mentoring to new staff.

- Must be able to provide effective job coaching services.
- Keep daily documentation of progress in meeting outcomes.
- Must be able to provide job development support to individuals looking for employment opportunities.
- Must be willing to help with any scheduling needs, and other duties as assigned.
- Dedication to CHOICE, unlimited and willingness to make a long-term commitment is critical.
- Flexible schedule –willing to work early mornings, late afternoons, evenings and weekends if the need presents itself.

Apply online through Indeed or at [www.choiceunlimited.org](http://www.choiceunlimited.org).

You may also call Andy Guerdet – HR Manager at 218-724-5869

We are an Equal Opportunity Employer