



Mat-Su Services for Children & Adults, Inc.

5000 East Shennum Drive
Wasilla, Alaska 99654
(907) 352-1200 Fax (907) 352-1249
www.mssca.org

Supporting Full Lives

POSITION VACANCY Immediate Need for Two Part-time **SUPPORTED EMPLOYMENT SPECIALISTS I**

Supported Employment and Living Services (SELS) is a division of Mat-Su Services for Children and Adults serving residents of the Mat-Su valley who experience developmental disabilities.

DESCRIPTION: Under the supervision of the Supported Employment Department Manager and/or the Supported Employment Specialist II, the Supported Employment Specialist I (SESI) will provide support and training necessary for people with developmental disabilities to maintain successful employment at various locations. Duties will include:

- (1) Direct job skill training
- (2) Consumer advocacy
- (3) Monitoring and documenting consumer progress and employer satisfaction.
- (4) Participation in Support Plan development
- (5) Providing transportation to and from work.

HOURS OF WORK: 10 TO 20 hours/week. Will work variable schedules including nights and weekends dependent on work sites assigned and consumer support needs.

EMPLOYMENT BENEFITS:

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|-----------------|----------------------------------|
| Vacation Pay | Jury Duty/Funeral/ Leave |
| Paid Holidays | Professional Liability Insurance |
| Paid Sick Leave | Employee Assistance Program |

MINIMUM QUALIFICATIONS:

- (1) Must have 6 months experience providing services for persons with developmental disabilities. Supported Employment experience strongly preferred.
- (2) Must have a High School Diploma, GED, or provide proof of ability to read written instructions and make appropriate chart notes.
- (3) Must have a valid driver's license with six (6) years driving experience.
- (4) Must provide proof of current automobile insurance prior to employment.
- (5) Must consent to a criminal background check and provide 2 clear fingerprint cards before hire.
- (6) Must provide five written references.
- (7) Must obtain a current TB test prior to hire.
- (8) Must have/obtain current First Aid and CPR certification upon hire.
- (9) Must possess the ability to communicate with consumers to whom he/she is required and his or her supervisor.
- (10) Services are provided to consumers and their families on an individualized basis. Must possess the physical, mental and emotional capabilities needed to fulfill the job requirements of the specific individualized services provided to each consumer.

SALARY: \$10.00 to \$12.00 per hour DOE

FINAL FILING DATE: Open until filled

Applications, transfer requests and complete copies of the job description can be obtained at Mat-Su Services for Children and Adults, Inc. main office, 5000 East Shennum Drive, Wasilla, AK 99654 or call Sharon Hein, HR Manager 352-1200.

Star Program

Infant Learning

Respite

Supported Employment

Supported Living

Fetal Alcohol Resource Project

Car Seat Safety



Posted 2/23/10