



Job Requisition

CDS Supervisor

Site/Department: Freestone / Apache Junction

Starting Wage: TBD (DOE)

Schedule: Full-time (Days), Monday-Friday

Available from 6am-5:30pm

Driving Required: YES

Positions Open until filled

Community Day Services provide personalized and group instruction to adults with disabilities, assisting them to achieve their maximum potential. Individuals are given the opportunity to participate in a variety of activities at the program site and in the community. The following are major areas of skill development that we assist the individuals with: Motor Skills, Functional Academics, Social Skills, Community Skills, Daily Living Skills, and Sensory Integration Skills.

A Coordinator ensures a consistent and quality program, which promotes person-centered planning and active treatment practices, in accordance with the agency's mission. Staff in this position must place an emphasis on maintaining functioning of services through implementing current procedures, accreditation standards and state regulations. This position also ensures the accurate completion of administrative tasks to include, but not limited to: payroll, program development, committee representation, scheduling, program documentation, service authorizations, ISPP information, service inquiries, case records requirements, billing, attendance, medication administration, and general record keeping.

Marc Center staff must be able to work well with others and also be a self-starter. Marc Center staff needs to have excellent communication skills, both verbal and written, believe in working as a team, be energetic and have a positive attitude. They must show initiative, dependability and be flexible. Staff must have a positive approach to discipline and be able to adhere to the concept of Marc Center's philosophy of serving individuals with disabilities. They must also show the ability to supervise and work with diverse personalities with the belief in coaching and mentoring staff.

Qualifications and Experience:

Applicants must have appropriate education in social work, rehabilitation or closely related field, or any equivalent combination of training, education and experience and must have had three years demonstrated supervisory/administrative experience. Applicants must show substantial (preferably two years) experience working with individuals with disabilities.

Other Requirements:

Must be 21 years of age or older, have an Arizona Drivers License with clean 39 month Motor Vehicle Report. Every employee must pass a pre-employment drug test and obtain/maintain fingerprint clearance card.

EOE/AA