

Temporary Service Specialist

February 17, 2012

Bloomington (Ethel Cartier) is seeking a full time (35 hours per week) temporary service specialist to work with adults with developmental disabilities in the career development program. This position will include supporting clients at multiple community job sites and in-center jobs as well as developing and delivering fun, engaging activities that challenge and enrich the long range goals of the individuals served. This position requires a high degree of comfort with flexibility and variety in the work day. Candidate should be creative, imaginative, and confident. Candidate must enjoy planning with others, have excellent customer service, and be detail oriented in their delivery of services.

This temporary position is scheduled to start April 11 and run through May 28, 2012. There is the possibility of extending the schedule through the end of August based on program needs. Benefits offered with this position are sick and vacation time, as well as paid holidays.

Minimum qualifications for this position include:

- Two year degree in a related human services field or
- Two years experience or
- A combination of education and experience to equal two years.
- Candidate **must** have prior experience working with people with disabilities.
- Strong organizational skills, ability to multitask and demonstrate attention to detail.
- Flexibility, excellent customer service skills, good oral and written communication skills.
- Candidate must complete and pass a background study, physical and drug screen, have a valid driver's license free of violations, proof of insurance and reliable transportation for work driving purposes.
- The hiring range for a Lifeworks Service Specialist is \$11.49 to \$12.88 per hour.
- We are an AA/EOE employer.

Applicants should email a resume and cover letter to staff-job-openings@lifeworks.org or contact Jennifer Evans-Hall at 651-365-3732. Position is open until filled.