

Service Facilitator

February 6, 2012

Lifeworks Minneapolis is seeking a full time (40 hours) Service Facilitator to work with adults with developmental disabilities in the Career Development program. Candidate will work at community job sites with clients from Career Development. Job responsibilities include providing case management for clients, as well as planning and implementing creative activities that meet the long range goals of the individuals served. This position requires flexibility and a high degree of comfort with variety in the work day. Excellent communication skills in a business setting, attention to accuracy and deadlines, and excellent customer services skills are essential for success in this position.

Minimum qualifications for this position include:

- Four year degree in a related human services field or
- Four years experience or
- A combination of education and experience to equal four 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 violation, proof of insurance and reliable transportation for work driving purposes.
- The hiring range for a Lifeworks Service Facilitator is \$13.62 to \$15.59 per hour. Lifeworks offers an excellent benefit package.
- We are an AA/EOE employer.

Email a resume and cover letter to staff-job-openings@lifeworks.org or contact Jennifer Evans-Hall at 651-365-3732. The position is open until filled.