



## **NORTHEAST CONTEMPORARY SERVICES, INC. (NCSI) POSITION POSTING**

**Position:** Developmental Disabilities Program Specialist (Adult Service or Senior Service)

**Location:** Roseville, MN

**FTE Classification:** Full-time (40 hours per week, Monday-Friday, Daytime Shift); non-exempt

**Compensation:** \$19.00 per hour plus exceptional benefits

**Do you want to make a difference in the lives of adults with disabilities by helping them realize their greatest potential? Then a career with NCSI may be for you!** For over 56 years, NCSI has been providing exemplary services for individuals with intellectual and developmental disabilities as they explore and participate in employment and career building, educational and independent living skills, and retirement opportunities. Our Mission is to inspire and cultivate self-sufficiency in people with disabilities through expanding individual choices for fulfillment and improved quality of life.

NCSI is licensed to provide Day Support, Employment Development, and Employment Support services. Within Day Support, we have two programs—our Adult Service and our Senior Service; our Adult Service is focused on Essential life skills, while our Senior Service is focused on Personally-enriching life skills. We are the smallest provider in Ramsey County and have high client retention, resulting in a close-knit environment. Come join our fun, supportive, high-performing team and do work that matters—you'll gain more than just a paycheck!

### **Position Summary**

NCSI is hiring Program Specialists for both our Adult Service and Senior Service! These positions are full-time, Monday-Friday daytime hours, 40 hours per week. No nights, no weekends, and no major holidays! We seek applicants who have a strong work ethic, act with integrity, and are inclusive, caring, calm, positive, flexible, innovative, detail-oriented, team players, have a desire to learn, and feel called to serve others.

As a NCSI Program Specialist, you will: teach and develop essential life skills and personally enriching life skills that support our clients' community relationships, involvement and inclusion; provide case management services for 14-18 clients; and, support clients with their direct cares and positive behavior strategies. Overall, you will ensure NCSI's services increase opportunities for our clients to achieve their desired goals, advocate for themselves and gain independence.

### **Primary Responsibilities**

- Plan and deliver program activities and trainings for groups of clients on-site, focused on independent living skills, vocational skills, social skills, communication skills, safety, health and wellness, personal enrichment, recreation, and leisure.
- Plan and supervise groups of clients on community outings and volunteer opportunities.
- Assist clients at their community jobs with problem-solving, decision-making, on-the-job safety, and meeting their job expectations.
- Perform all aspects of internal case management for a caseload of clients by developing individualized program plans, maintaining communication with team members, completing reports, and facilitating team meetings.
- Provide direct cares for clients including pushing wheelchairs, lifting and transferring to/from wheelchairs and to/from vehicles, help ambulating, toileting, preparing food, administering medications, and help with personal hygiene.
- Implement safety standards, emergency procedures, positive support strategies, and NCSI policies and protocols.

## **Primary Requirements**

- Degree in a human services field, OR a minimum of 50 hours of education and training related to human services plus four years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older, OR a combination thereof.
- Excellent interpersonal skills.
- Excellent organizational and time management skills.
- Excellent verbal and written communication skills.
- Proficiency using a computer and Microsoft Office software.
- Ability to pass a background check conducted by the Minnesota Department of Human Services.
- Ability to reliably commute to the job's location.

## **Working Conditions and Environment**

- Passenger Transportation Assistance: Provide assistance to ambulatory, semi-ambulatory, and non-ambulatory vehicle passengers to ensure safety.
- Travel: Some local travel required for meetings and trainings.
- Work Environment: The noise level in the work environment varies between times of quiet to times of moderate noise depending on the activity.
- Physical Demands: Frequently required to twist, stoop, bend, reach, pull, push, stand, sit, and walk for up to eight hours per day. Able to lift and transfer people, with varying weights.

## **COVID-19 Considerations**

Proof of full COVID-19 vaccination, and willingness and ability to follow and support COVID-19 prevention protocols including a mask mandate and extensive cleaning procedures.

## **NCSI Offers**

- Paid on-the-job orientation and training
- Paid time off - earn 3 weeks off in the first year and increase each year thereafter
- 9 paid holidays
- Medical insurance (high-deductible plan, only \$32.50/month)
- Dental insurance (basic-preventive plan, only \$5.50/month)
- Retirement plan with employer match after one year of service
- Free life insurance and short-term disability coverage
- Employee Assistance Program
- Free parking
- Casual environment
- Career growth and development opportunities

NCSI is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, marital status, veteran/military status, disability or handicap, age, sexual orientation, status about public assistance, or any other protected class status defined by law.

“An Interested Party will be considered an applicant only after the individual has complied with the application process and has indicated the specific position for which they are applying.”

**Open until filled. Qualified candidates please send a cover letter and resume to:**

**Jennifer.Freeburg@NCSIdaysupports.org OR Fax 651-636-3416 OR**

**NCSI, 2770 Cleveland Avenue North, Roseville, MN 55113. Questions? Call 651-636-3343 ext. 101.**