

Residential Services, Inc. (RSI) is hiring a Program Coordinator 1, 2, or 3 for our adult foster care home Program in Cambridge.

RSI's Ivy acres adult foster care program is located on a 20-acre hobby farm on the western outskirts of Cambridge, MN. The farm is home to a variety of animals, and also has vegetable gardens and many flower beds throughout the property. The program currently supports women in their 20s living with mental illness and intellectual disabilities.

The shifts for this position are Monday - Friday 8a - 4p with an occasional evening and/or weekend shift due to the needs of the program and the individuals receiving services.

Salary: \$19.75 - \$21.00 per hour

What we offer:

- Health and dental insurance (Full-time)
- 403(b) retirement plan with employer matching
- Paid Time Off (PTO) for full-time and part-time staff
- Paid training
- \$500 refer a friend bonus
- Employee Assistance Program
- Long term/Short term disability and life insurance (Full-time)

Other benefits RSI employees enjoy include flexible scheduling, free meals, and employee recognition and rewards. Eligible employees may also qualify for tuition assistance and student loan forgiveness through state and federal assistance programs.

What you'll do as a Program Coordinator:

As a Program Coordinator, you are responsible for providing leadership and supervision of the home and developing programs to best meet the needs of the person being supported. Through a person-centered planning process, the individual and their support team develop a customized plan that helps guide the person toward achieving their desires, interests, and dreams. Other responsibilities include:

- Managing the daily operations of the home
- Developing and facilitating person-centered plans
- Providing leadership, training and supervision of staff
- Assuring adequate staffing within budget guidelines
- Performing program scheduling, payroll, and office functions
- Developing outcomes/learning objectives
- Reporting on individual progress
- Compliance with federal, state and county licensing rules/regulations
- Communicating and collaborating with support team members
- Performing direct support functions (assisting people with meeting personal care needs, positive behavioral supports, household management, community activities and involvement, etc.)

For this position, you will need:

- A valid driver's license with no restrictions and have a working vehicle
- Education/Experience:
 - 1. Bachelor's degree in behavioral science or related field and one year of experience working with individuals with disabilities or

- 2. Four years of experience working with individuals with disabilities or
- 3. Associate's degree in behavioral science or related field and two years of experience
- working with individuals with disabilities
- To pass a post-offer background check and Motor Vehicle Report check

About RSI:

RSI has been working in communities in Minnesota since 1978 in home and community-based settings for people living with disabilities and mental illness, providing a range of services catered for individuals of all ages, identities, and abilities. We believe that all people, regardless of their disability, can live successfully in a community-based setting given the proper supports.

How to Apply:

You can apply online by visiting our employment website at www.rsi.jobs. You may also fill out a paper application at any of our office locations. Interviews are conducted over the phone, video chat, or in person.

If you require reasonable accommodation in completing an application, interviewing, or participating in the employee selection process, please direct your inquiries to our HR Department at (218) 740-7603 or info@residentialservices.org.

Learn more about RSI by [visiting our website](#) and [liking us on Facebook](#).

Salary: \$19.75 - \$21.00 per hour

RSI is a 2022 Star Tribune Top 200 Workplace in Minnesota!



RSI is an equal opportunity employer. Applicants will receive consideration for employment regardless of race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, disability, age, marital status, familial status, membership or activity in a local human

rights commission, or status with regard to public assistance.

Enhancing the lives of people with disabilities by providing innovative services that promote inclusion and self-determination.

Keywords: entry-level, social services, human services technician, program counselor, PCA, personal care attendant, residential, group home, CNA, certified nursing assistant, HHA, home health aide, caregiver, direct support professional, DSP, DCP, direct care, program manager, ILS, independent living coordinator, direct support staff, DSS, community support staff, community advisor, supported living, mental health practitioner, behavioral aide, residential coordinator, residential counselor, psychology, social work, LSW, sociology, special needs, disabilities, counseling, personal cares, healthcare, behavioral specialist, treatment counselor, homemaker, healthcare, ARMHS, therapy, therapist, special education