

Residential Services, Inc. (RSI) is hiring a Program Coordinator 1 for our adult foster care home Program in Taylors Falls.

The Taylors Falls program supports men ranging in age from their thirties to mid-fifties with intellectual disabilities and mental health diagnoses including schizophrenia, autism, past substance abuse, and schizoaffective disorder.

This position is Monday through Friday with shifts that are typically 7 am - 3 pm and/or 8 am - 4 pm. This position could occasionally need to work an evening and/or weekend shift due to the needs of the program.

Salary: \$18.25 - \$19.50

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: \$18.25 - \$19.50

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.