

# Lookout Mountain Community Services

## Job Announcement

JOB TITLE	POSITION NUMBER
<b>Supported Employment Coordinator</b>	
POSTING DATE	DEADLINE DATE
	until filled
POSITION LOCATION	
LMCS Kaleidoscope Supported Employment Program Catoosa, Chattooga, Dade & Walker Counties	
GENERAL NATURE OF JOB DUTIES	
Responsible for coordination and supervision of individuals who work for and/or receive services through Kaleidoscope IDD Supported Employment program. Provides direct supervision of Job Coaches in developing and maintaining employment opportunities for individuals who choose to work. Will ensure that individual employment needs are met and individuals are in a safe and supportive environment. Will coordinate employment process for individuals with the Georgia Vocational Rehabilitation Agency and will ensure that billing for services provided is completed on accordance with the GRVA and DBHDD guidelines. Flexibility of work schedule is a must.	
MINIMUM QUALIFICATIONS	
Bachelor's degree in a social services related field, Current DDP Certification OR Eligibility to be DDP Certified and at least two years of supervision experience.	
<b>Preferred Qualifications:</b> Experience working with Individuals with Developmental Disabilities. At Least three years of supervision experience, DDP Certified	
HOW TO APPLY	
Applicants should submit a <b>Lookout Mountain Community Services Application</b> to the following:  <div style="text-align: center;">           Lookout Mountain Community Services            ATTENTION: Human Resources Department            PO Box 1027            LaFayette, GA 30728            E-Mail: <a href="mailto:Jobs@LMCS.org">Jobs@LMCS.org</a>            Telephone: 706-638-5580 x 4100            FAX: 706-638-5445         </div> <p><i>Lookout Mountain Community Services Application can be found at <a href="http://www.lmcs.org">www.lmcs.org</a> or contact 706-638-5580 x 4114</i></p>	Applications/resumes should be filled out carefully and completely with <b>the last ten years of work history</b> included. Attach documentation to support education/training/licensure certification. If your application/resume is not complete you may forfeit the opportunity of an interview. Keep a copy of your application/resume. Copying service is not available at LMCS.
	Due to the volume of applications/resumes received we are unable to provide information on your application/resume status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.
	<i>In-House applicants will be considered prior to applicants being considered outside the agency.</i>

This position may require pre-employment drug testing  
An Equal Opportunity Employer