SUMMARY: Assists individuals and families by accessing community resources, conducting both formal and informal assessments, completing paperwork, and securing supplementary information to complete the individual plan for person served.

QUALIFICATIONS:

- Bachelor's degree with a major specialization (24 semester hours) in the social or behavioral services, special education, nursing, adjunctive therapies, counseling, vocational rehabilitation, or closely related field. One year of professional experience in any of above areas; or one or more years of experience in providing direct care to persons with developmental disabilities is experience attained prior to or after the minimum education requirement is met.

- Proficiency in using a computer,

- Ability to schedule appointments and maintain personal calendar,

- Ability to complete necessary documentation within set guidelines,

- Excellent interpersonal and communication skills.

We invite you to mail a resume to
The Center for Human Services,
1500 Ewing Drive, Sedalia, MO 65301
For questions, please call 660.826.4401 x 1382
or e-mail bwilliams@chs-mo.org
www.chs-mo.org
EOE: M, F, V, D