

Current Opportunities In Vail

Vail Enrichment Services Coordinator

This position oversees and participates in the delivery of Day Program and Vocational services and supports for adults with developmental disabilities in the Vail, and surrounding areas. Specific duties include

- scheduling and management of Day Program staff members,
- participation in the planning and delivery of service plans,
- tracking client attendance for billing and
- preparing written assessments for service plan reviews. .

Experience in human services and management is preferred. Traditional daytime hours, FT/M-F. \$16.00/hr DOE.

Vail Enrichment Services Assistant

Responsible, dependable people needed to assist adults with developmental disabilities in all aspects of daily life in residential and community settings in Vail.

Specific Duties Include:

- Scheduling, coordinating and assisting with transportation for client activities in the community and in the day program facility
- Participating in planning and delivering supports
- Teaching new skills and concepts to increase independent living skills, abilities and community access
- Tracking progress of persons served on skill-based goals and objectives
- Facilitating access to community resources
- Administering medication, filling prescriptions ensuring medications are current, and stored properly

Experience in human services is helpful, but we can and will train the right person to excel. Traditional daytime hours. FT/M-F. \$12.00/hr. DOE.

All positions require proficiency in both written and spoken English, possession of a valid Colorado driver's license, a clean criminal record and driving history.

Interested parties, please respond no later than Wednesday, May 12, 2010

Our Excellent Benefits Include

- Employer-Paid Medical, Dental Vision & Life Insurance Benefits
- Retirement Package
- 4 Weeks Annual Leave Package



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