

**ALBANY AREA COMMUNITY SERVICE BOARD
JOB ANNOUNCEMENT**

Job Title: COMMUNITY SUPPORT DAY COORDINATOR		Unit and Location of Position: Primus/Developmental Disabilities Unit – Albany, GA	
Unclassified <u> X </u>			
Announcement Begin Date: June 27, 2017	Announcement Deadline: Open until filled - subject to close at any time once a satisfactory applicant pool has been identified.		Telephone #: (229) 430-4433
Position Number: 00204031	Pay Grade: 13	Annual Salary: \$40,402.62 Dependent upon education and experience	
GENERAL NATURE OF WORK: Under limited supervision, will serve as Center Director responsible to manage and direct a community-based program for consumers with developmental disabilities in an assigned geographical area. Administer and coordinate the services and activities of a Supported/Specialized Employment Program, Residential/living supports, family supports, and a variety of day supports. Ensure that plans meet the physical, social and developmental needs of each person served. Supervise a staff of professional and/or Para-professionals in day to day oversight of day services. May be responsible for providing direct care services.			
QUALIFICATIONS: Licensure as a Licensed Clinical Social Worker, Licensed Professional Counselor, or Licensed Marriage and family Therapist by the Georgia Composite Board of Professional Counselors, Social Workers and Marriage and Family Therapists. Three years experience in a human service field (social work, psychology, sociology, education, nursing, vocational rehabilitation).			
OTHER DESIRED QUALIFICATIONS APPLICABLE TO THIS POSITION: Preference will be given to those who have experience working with people who have intellectual and other developmental disabilities, those who have experience working with people who have different belief systems, and/or experience using sign language. Preference will also be given to those eligible for licensure as RN, LPC, LCSW, LMFT.			
<input checked="" type="checkbox"/> A pre-employment physical required for appointment to position. <input checked="" type="checkbox"/> A fingerprint criminal records investigation required for appointment to position. <input checked="" type="checkbox"/> Pre-employment drug testing and random alcohol/drug testing required for appointment to position. <input checked="" type="checkbox"/> Males between 18 and 26 years of age required to present proof of having registered with the Selective Services System as required by federal law or of being exempt from such registration. <input checked="" type="checkbox"/> An unofficial transcript (Primary Source) is required from the college that granted your hours and/or degree and must be submitted to the Human Resources Department with application materials. The official transcript will be required only for those making appointment to position.			
ALL RELEVANT INFORMATION IS SUBJECT TO VERIFICATION			
APPLICATION INSTRUCTIONS: Complete application in exact accordance with instructions on how to complete the work history. Describe background in full and make certain application is signed and dated by applicant. Applications must include a telephone number where the applicant can be reached during the daytime. Incomplete applications, applications with insufficient detail, or applications that are otherwise unacceptable may be returned and can result in applicants not being considered for the position.			
APPLICATIONS MUST BE RECEIVED NO LATER THAN THE DEADLINE: HUMAN RESOURCES OFFICE ASPIRE BH & DD SERVICES 1120 WEST BROAD AVENUE, SUITE C-4 P.O. BOX 1988 ALBANY, GA 31702-1988 (229) 430-4433 / FAX (229) 430-1719 An applicant who has a disability which requires special accommodation should contact HR at (229) 430-4433			
TYPE OF RECRUITMENT: (Mark type of recruitment. More than one type may be selected.) <input checked="" type="checkbox"/> This announcement is open to all qualified applicants. <input checked="" type="checkbox"/> This announcement is open to all current Albany Area MH/DD/SA Services and Southwestern State Hospital employees who meet minimum qualifications for the position.			
The Albany Area Community Service Board does not refuse services or employment to anyone based on race, color, national origin, gender, disability, age, or religious or political opinions or affiliations.			
THIS POSITION IS COVERED UNDER THE GEORGIA MERIT SYSTEM OF PERSONNEL ADMINISTRATION AND MUST BE FILLED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE STATE PERSONNEL BOARD.			