



Hiring Immediately! Great Benefits!

Join the Civitan Foundations as a **Day Program Coordinator** and make a difference in the lives of individuals with developmental disabilities in our day program! This position(s) is full-time at our Chandler YMCA location.

We are looking for people with:

- High energy with a desire to help people with special needs.
- An understanding of the challenge's individuals with disabilities face
- Good communication and interpersonal skills
- Flexible and able to work effectively with others.

Fantastic Benefits Package:

- 401k for full/part time employees
- 401k immediate employer match
- Medical, Vision, Dental and Life Insurance
- EAP Program
- PTO and Sick Leave
- Free Training Provided; Article 9, CPR First Aid, OSHA, Prevention and Support
- Wellness Program
- Massage Days
- Referral Program
- Free Lunch Fridays

Responsibilities:

- Lead and participate in daily activities for the designated program regarding various services.
- Responsible for developing and oversight of the monthly calendars and rotation schedules for the Civitan members.
- Responsible for oversight of the transportation schedule for Civitan members
- Will make recommendations and/or participate with the Day Program Manager in the areas of but not limited to, recruiting, hiring, disciplinary and evaluation of all Direct Support Professionals.
- Will lead, train and coach Direct Support Professionals under the direction of the Day Program Manager.
- Participates in the intake process and facilitates support services for new individuals seeking services.
- Participates in completing assessments and reviews the care environment and appropriateness of services, ensuring that the member's safety, individualized choice opportunities, and the appropriate environment is maintained by implementing changes as needed.



- Reviews the care environment and appropriateness of services, ensuring that the members safety, individualized choice opportunities and the appropriate environment is maintained by implementing changes as needed and/or as directed by the Day Program Manager.
- Recommends, implements, and evaluates programs and goals to ensure quality standards of care, self-determination practices, and fiscal requirements are met.
- Responsible for ensuring that services are provided in accordance with the authorization, licensing requirements and service specifications.

Requirements:

- Must be at least 18 years of age (licensing requirement), or 21 years of age to drive Civitan vehicles.
- Must be fully ambulatory and able to lift members (a minimum of 50 pounds.)
- Required to pass a criminal/background check and fingerprint check.
- Familiarity working with individuals with developmental disabilities.

About Us: When you join the Civitan team, you join a family—one that will love, support, and encourage you throughout your employment with us, and long after you have moved on to new opportunities.

Pay range is: 32,000 -40,000

We are an equal opportunity employer. Civitan is a drug-free agency.

Submit Resume or Application to Jobs@CampCivitan.org