

## Temporary Service Specialist

January 25, 2012

*Burnsville Team (Teckla Johnson)* is seeking a full time (40 hours per week) temporary service specialist to work with adults with developmental disabilities in the career development and social enrichment programs. This position will include supporting clients at in-center jobs as well as developing and delivering fun, engaging activities that challenge and enrich the long range goals of the individuals served. Driving routes, lifting, and personal cares are included in the job duties. This position requires a high degree of comfort with flexibility and variety in the work day. Candidate should be creative, imaginative, and confident. Candidate must enjoy planning with others, have excellent customer service, and be detail oriented in their delivery of services.

This position is needed through May 25, 2012. Sick time, vacation time and personal retirement contribution benefits are offered.

Minimum qualifications for this position include:

- Two year degree in a related human services field or
- Two years experience or
- A combination of education and experience to equal two years.
- Candidate **must** have prior experience working with people with disabilities.
- Strong organizational skills, ability to multitask and demonstrate attention to detail.
- Flexibility, excellent customer service skills, good oral and written communication skills.
- Candidate must complete and pass a background study, physical and drug screen, have a valid driver's license free of violations, proof of insurance and reliable transportation for work driving purposes.
- The hiring range for a Lifeworks Service Specialist is \$11.49 to \$12.88 per hour.
- We are an AA/EOE employer.

Applicants should email a resume and cover letter to [staff-job-openings@lifeworks.org](mailto:staff-job-openings@lifeworks.org) or contact Jennifer Evans-Hall at 651-365-3732. Position is open until filled.