

## Service Specialist

January 3, 2012

*Burnsville Team (Teckla Johnson)* is seeking a full time (40 hours per week) service specialist to work with adults with developmental disabilities in the career development and social enrichment programs. This position could include supporting clients at community job sites in the Dakota region and in-center jobs as well as in the social enrichment programs. Developing and delivering fun, engaging activities that challenge and enrich the long range goals of the individuals served us a primary function of this job. This position requires flexibility and adaptability as there is 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.

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.