

Service Specialist

January 27, 2012

Eagan Team (Sue Trunk) 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. Successful candidate will support clients in the center and at job sites, as well as develop and deliver fun, engaging activities that challenge and enrich the long range goals of the individuals served. Schedule will flex most days to meet the needs of the program between the hours of 7:00 a.m. and 4:30 p.m. Job includes driving daily routes and includes lifting and assisting clients with some personal cares. This position requires a high degree of comfort with variety in the work day; flexibility and adaptability are necessary for success. Candidate should be creative, imaginative, and confident. Candidate must also have excellent customer service skills 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 violation, 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 or contact Jennifer Evans-Hall at 651-365-3732. Position is open until filled.