

North County Inclusion Council
Job Posting
COORDINATOR OF INCLUSION SERVICES

Employment Type: Regular Part-time

Status: Contractual

Pay Rate: \$23-\$30 per hour (with a minimum of 9 hours per week) depending on qualifications; additional stipend available to cover required liability insurance

Closing Date: Until filled

To Apply: Send resume to: North County Inclusion Council, c/o Vicki Ventrella-Meyer, 4201 Fee Fee Rd. Bridgeton, MO 63044, or email to vmeyer@bridgetonmo.com

PURPOSE OF POSITION

The purpose of this position is to assist with the implementation of support for individuals with disabilities in programs and facilities offered by the member agencies of the North County Inclusion Council and to provide information, consultation, and education and training services to meet ADA standards to the member cities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Carries current, and up-to-date liability insurance and provides the North County Inclusion Council with a current copy of their insurance certificate; the certificate must be updated yearly. The coordinator is responsible for procuring and purchasing said insurance; it is not provided by the North County Inclusion Council, nor any of its participating cities. The coordinator may submit the insurance as a reimbursable expense to the Inclusion Council.
2. Conducts recreation assessments to determine the proper support needed to successfully include individuals with disabilities in programs and facility use.
3. Communicates with individuals, family members, teachers, doctors, and others to collect information for assisting staff in the successful implementation of inclusion services.
4. Trains staff to assist individuals with disabilities through both general and personal training of the client.
5. Recruits and trains staff to work with individuals with disabilities; works with member cities to coordinate and implement the staffing plan, including use of adaptive equipment. Serves as inclusion assistant when necessary.
6. Assists in the recruitment and evaluation of part-time and seasonal staff to successfully assist persons with disabilities.
7. Receives and processes accommodation requests.
8. Performs member city facility accessibility assessments, reviews construction or renovation plans to ensure compliance with ADA and Title II guidelines; provides report of conditions and recommendations to attain ADA compliance.
9. Serves as topic expert and resource to all member city staff members regarding disability issues. Serves as each cities' Title II contact and/or coordinator of record.
10. Serves as topic expert and resource to client families. Provides contractual inclusion services to non-member agencies as requested and approved by member agencies.
11. Submit monthly reports and programming reports to the Recreation Council of Greater St. Louis for the purpose of securing grant funds as per the Project Agreement executed annually between the cities and the Recreation Council and Productive Living Board.
12. Consults with local, state and national agencies to ensure compliance with the ADA.
13. Interprets and applies federal and state laws regarding equal access for people with disabilities.
14. Serves as an internal consultant to staff and boards to ensure that all meetings, activities and events sponsored by member cities are accessible.
15. Prepares and presents information to targeted populations about opportunities for people with disabilities and writes promotional literature encouraging the utilization of local programs/activities.
16. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Therapeutic Recreation, Special Education, or a closely related field of study from an accredited institution or equivalent education and experience; must have a minimum two (2) years' work experience in therapeutic recreation.
- Certification in American Red Cross CPR/AED for the Professional Rescuer and Healthcare Provider and First Aid required within three months of employment.
- Need Driver License or ability to obtain at time of hiring; reliable transportation is also required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of recreation philosophy, planning and administration and working knowledge of the Americans with Disabilities Act
- Extensive knowledge of working with children and adults with disabilities
- Ability to maintain simple records and prepare reports, manual or computerized
- Ability to multitask and prioritize requests and projects
- Ability to work under tight time frames to meet target dates
- Ability to take control of situations in a responsible manner
- Ability to plan, organize, manage, direct, and evaluate the work of part-time employees
- Ability to establish and maintain effective and professional working relationships with other employees, department heads and governmental officials
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment
- Ability to prepare and maintain accurate and concise records and reports
- Ability to understand and effectively carry out verbal and written instructions
- Ability to communicate effectively with other members of the staff, supervisors, and the public
- Ability to communicate in both written and verbal form
- Ability to develop, interpret, and implement local policies and procedures; written instructions, general correspondence; federal, state, and local regulations
- Ability to define problems and deal with a variety of situations
- Ability to think quickly, maintain self-control, and adapt to stressful situations
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable state and federal statutes and regulations
- Organizational and time management skills needed to meet deadlines
- Must have ability to work accurately with attention to detail
- Ability to maintain confidentiality
- Ability to work the allocated hours of the position

PHYSICAL REQUIREMENTS

This position regularly requires the employee to drive, sit, stand, use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand, walk and physically restrain an individual in crisis if dangerous to themselves or others. This work requires the employee to lift, carry, or move up to 20 pounds of weight regularly and up to 50 pounds of weight occasionally; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, adjusting focus and observing general surroundings and activities.

WORK ENVIRONMENT

The employee is subject to inside and outside environmental conditions including extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, fumes, general disinfectant cleaning, moving parts of machinery and other extreme weather conditions.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.