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# ****Sites’ Coordinator****

**Pittsburgh, PA**

**Join a great team and gain valuable experience.  Self-motivated, resourceful, organized, enthusiastic and persuasive person needed to assist adults with Intellectual and Psychiatric Disabilities. Experience working with individuals with disabilities preferred and Bachelors’ Degree required.**

**This position is 34 hours per week and compensation is $28,000 annually + benefits at a prorated rate.**

**Essential Job Functions:**

**~ Assures the upkeep of all residential community areas including home furnishings, equipment, appliances as well as Agency vehicles.**

**~ Serves on the Agency Health & Safety Committee.**

**~ Provides direct support to program participants in group settings such as wellness, educational, holiday activities and events to improve program participants’ interpersonal skills and promote opportunities for community inclusion.**

**~ Conducts assessments and interviews in order to find out tenants’ desires and needs and provides referrals based on those needs.**

**~ Performs light clerical duties based on program requirements.**

**~ Must be able to work Friday evening, a weekend day and some holidays**

**Valid driver’s license, acceptable driving record, personal vehicle & criminal clearances required**

**Send cover letter and resume to JRS - ATTN: Residential Services Director, 4905 Fifth Ave. Suite 3, Pittsburgh PA 15213; Fax to: Residential Director @ 412-621-4260 or Email** [**athomas@jrspgh.org**](mailto:mbrown@jrspgh.org).  **No phone calls, please.**