



Title: Community Coordinator at Ampersand Community Services

Community Overview: Are you looking for a unique opportunity that you'll be excited to wake up to every day? One that will fill your heart and feel rewarding like none you've had before? Here we are! Here at Ampersand Community Services we provide an all-embracing approach to life-skills and building autonomy for Adults with disabilities regardless of diagnosis, that focuses on the highest quality and best outcomes in the state of Illinois. We utilize individualized goal plans within a collaborative community environment. Our mission is to support adults in living a life filled with purpose and fulfillment. We are committed to fostering a culture of diversity, individuality, inclusion and belonging, where our employees are supported, informed, valued, and empowered. With small group settings, competitive compensation, and ongoing development, Ampersand Community Services is an environment where both community members and their partners can thrive.

Position Summary: The Community Coordinator supervises the location and daily happenings at Ampersand Community Services. Coordinators act as partners and mentors to people with disabilities and the team of DSPs/partners supporting them through weekly meetings, program design, and being the lead for communication between the Director, DSPs/partners, Families, and Community Members. Coordinators are mature, creative and community-oriented individuals who are passionate about spending time to help all individuals at Ampersand discover and practice their passions and desired rhythms of life.

What we offer:

- Purpose-driven, sometimes hard and extremely rewarding work
- Fun work environment, where every day is different from the next
- Set schedule within Monday - Friday 8:00 am and 4:00 pm
- Ongoing mentorship from our Founder, a Board Certified Behavior Analyst with 20+ years exp
- The rewards of working closely with adults with a spectrum of abilities and helping them gain confidence and independence
- Competitive Pay and performance-based increases
- We strongly believe in a work/life balance
- Appreciation, Spirit Days, Holiday Celebrations

Coordinator Job Description:

- Lead and supervise partners/DSPs, with positive leadership, weekly meetings, and 1:1 mentorship
- Create weekly staff schedule
- Write monthly summary for each individual (use Member Monthly Review form)
- Maintain printed and online member files (on Google Drive)
- Celebrate coworkers and members, “Catch” people doing things well, 0 tolerance for gossip, adopt a learning philosophy towards mistakes and differences
- Publish and send out monthly newsletter to community family members
- Establish a trusting relationship with all community members and partners
- Expand knowledge through training and mentorship
- Design and lead programs in collaboration with community members for small groups both at Ampersand, and engaging with the wider community (plan *with* not *for*)
- Facilitate democratic style meetings with partners (DSPs) and groups of adults with disabilities
- Lead intake/visioning process and follow up for Individualized Goal Plans
- Track weekly attendance and activities for each individual using provided reporting methods and maintain all provided data tracking
- Ensure the safety of all individuals by following procedures
- Provide or assist with providing direct care, diagnostic procedures, and therapeutic interventions as designed by Ampersand ABA Therapists.
- Observe and record behavior and activities, and report any changes in condition and suggest modifications to the support plan
- Communicate all issues, needs, and emergencies in the community to the Director.
- Maintaining a positive, collaborative attitude while being adaptable to the ever-changing needs life at Ampersand brings
- Other duties as assigned

Salary and Job Specs:

- Starting at \$25 an hour

- Full time, 8 hour day shifts, with opportunities to grow to full time
- Monday to Friday 8:00 - 4:00

Qualifications and Ideal candidate

- Bachelor's Degree (preferred)
- 2-3 years experience working with children or adults in a caretaker capacity OR 1 year experience working in the field of education or ABA
- 1 year experience in a supervisory role
- A compassionate and patient attitude and sense of dedication to “be present” every day while working with both community members and your fellow team members
- Reliable and dependable individual – the community is counting on you
- A willingness to learn and to be open to constructive feedback for development
- CPR Certification (preferred)
- Ability to pass State and Federal Background Check

Physical aspects of the position require:

- Lifting of up to 30 pounds
- Bending and squatting for up to an hour per day
- Adults can be fast moving, so the ability to follow an adult without restrictions throughout the space is needed

Work Location: Our specialized program takes place at one of our two beautiful locations: **LaFox**, on a wooded ½ acre property with a completely rehabbed turn of the century home-turned community center, and **Pilsen**, a rustic loft with natural light and close to community parks, libraries and more. You will work on-site at the location you are hired for only, with some local off-site travel for daily programs (10%). Both locations are accessible by public transit.

To Apply: Please, fill out [this brief application](#) including your interest, experience, qualifications and resumé.