



KETCH OPEN POSITIONS POSTING

10/7/16

Behavior Trainer – PACE2: (1) FT, M-F 8am to 4pm. Provides and arranges individualized support services which enable people with autism to participate in meaningful tasks and activities. Assists the team to develop, implement and follow through with Person Centered Plans; ensures the rights, health and safety of all persons served in the program; and assists them in becoming integrated members of their community. Maintains appropriate records and ensures documentation is completed and submitted as required. Requires a high school diploma/GED, current valid driver's license and a good driving record. Previous experience working with individuals with disabilities is preferred but not required

Bus Driver: (1-FT) M-F split shift 6:30 a.m.-9:30 a.m. plus 12:30 p.m.-5:30 p.m. Bus driver for 16 passenger buses. Responsible to transport persons served safely to/from work and medical appointments. Requires HS diploma/GED, valid CDL, and good driving record. DOT physical and drug and alcohol testing will be required. Prefer previous driver experience.

Community Activity Specialist: FT, M-F 8:00 a.m.- 4:30 p.m. Responsible for coordinating, facilitating and participating in volunteer opportunities and community activities for persons with disabilities. Responsible for researching, organizing, promoting, supporting, and tracking activities. Skills required include excellent verbal and written communication skills, conflict resolution, creativity and organizing skills. Requires HS diploma or GED, valid driver's license, good driving record, and reliable transportation. Must be able to lift 50 pounds or $\frac{1}{4}$ of own body weight, whichever is less. Requires six months of experience providing direct services to individuals with intellectual disabilities and/or six months of work experience in a position demonstrating marketing, sales, and community contact abilities.

Community Inclusion Specialist: (2-FT) M-F 8:00 a.m. - 4:00 p.m. Responsible for implementing the Person Centered Support Plan. Promotes independence by matching specific supports and interventions to respond to the unique needs of persons served. Supports the KETCH mission, values and vision. Requires HS diploma/GED, valid driver's license, good driving record and must have a dependable vehicle and proof of vehicle insurance. Skills required include: strong verbal and written communication skills, conflict resolution and problem solving ability, organizational and time management skills. Must be able to lift 50 lbs or $\frac{1}{4}$ of own body weight, whichever is less. Prior experience in a related position working with persons with intellectual/developmental disabilities is preferred.

Director of Accounting: FT position, M-F 8:00 a.m. 4:30 p.m. Responsible to supervise accounting personnel, prepare monthly grant reports, and coordinate monthly closing of A/R, A/P, payroll, and general ledger. Oversee audits, files corporate tax return. And assist in budget preparation. Requires BA/BS in accounting or business and knowledge of accounting software systems. Must have knowledge of accounting principles, supervisory skills, and excellent communication skills. Prior experience in nonprofit organization helpful.

Director of Employment & Day Services: FT, M-F 8a-4:30p, hours will vary over the typical workweek based upon needs. Responsible to provide oversight, direction and leadership to KETCH Employment and Day Services Programs. Develop and maintain policies and procedures to meet licensing and guidelines. Administration of grants, fees, and agreements. Maintain communication with management of KRS, InterHab, CDDOs, KETCH, and other partners as appropriate. Requires a B.A. or B.S. in any related area from the human service or business fields. Requires a minimum of 3 years experience in day/vocational or

employment programs serving persons with disabilities and experience in supervising staff. Valid DL and good driving record required.

Direct Support Professionals/CLTs: Community Living Trainers work with adults with intellectual/developmental disabilities in a home setting. This position provides training on basic life skills to help the individual be as independent as possible. The staff person must possess basic skills and be able to teach someone how to cook, clean, grocery shop, participate appropriately in community activities, and be safety aware. Must be able to read and understand the goals of persons served, and assist the individual to achieve those goals. Requires a two-week, weekday, daytime orientation. All available positions are evening and weekend shifts. Full time positions that require sleepover are \$10.50/hour, positions without sleepover are \$9.50/hour. Requires a HS diploma/GED. Prior experience in a related position working with persons with intellectual/developmental disabilities is preferred. Requires a valid driver's license with a good driving record and must have a dependable vehicle and proof of vehicle insurance. Skills required include: strong verbal and written communication skills, conflict resolution and problem solving ability, organizational and time management skills. Must be able to lift 50 lbs or ¼ of own body weight, whichever is less.

Human Resources - Staff Development Trainer: (2) FT position, Monday-Friday 8:00am-4:30pm; includes occasional evening and weekend hours. Provides training for staff at all organizational levels. Responsible for set up, presentations, documentation, and following up of training. Must present professional image of KETCH and be able to communicate to staff with a variety of backgrounds and personalities. Dependability is critical. Requires Bachelor's degree in Human Resources or related field. Two years experience training adults in a work setting is preferred. Requires current valid driver's license and good driving record. CPR/First Aid and Mandt certifications preferred.

Job Coach – work services: (1-FT) M-F 8:00a.m.-4:30 p.m. Provides on the job training for persons with disabilities in a manufacturing setting. Responsible to learn requirements of the position to be coached, develop a task analysis for teaching the job skills, and assist person served to work independently. Must have strong verbal and written communication skills. Requires HS diploma/GED, valid driver's license, good driving record and dependable transportation. Prefer experience with individuals with disabilities.

Life Skills Trainer: (2-ALS1, 2-ALS2, 1-CC, 2-ENCORE). FT, M-F 8:00 a.m.-4:00 p.m. Life Skills Trainers work with individuals with severe and multiple disabilities in a day program setting providing training on basic life skills to promote as much independence as possible. Must be able to read and implement plans and goals specific to individuals. Requires assisting individuals with hygiene and providing some personal care. Skills required include strong written and oral communication skills, conflict resolution skills, creativity and organizational skills. Must be compassionate, dependable, patient, creative, energetic and be able to motivate others. Must be able to lift 50 lbs or ¼ of own body weight, whichever is less. Must have knowledge regarding the needs of individuals with physical and intellectual disabilities. Prior experience working with individuals with disabilities is preferred. Requires HS diploma/GED, valid driver's license and good driving record.

Maintenance Technician - Facilities Repairs: FT position, generally M-F 8:00 a.m.-4:30 p.m. including rotating on-call hours during evenings and weekends. Responsible for upkeep and repairs to KETCH facilities and residential properties. Company provides tools, vehicle for use at work, and a clean working environment. Must have general maintenance knowledge and work experience; be able to use hand tools, power tools, and light shop equipment; and have good communication skills. Must be able to lift 50 lbs. or ¼ of own body weight, whichever is less. Requires HS diploma/GED, valid driver's license, and good driving record.

Manager of Employment Services: FT - Coordinates and promotes KETCH Employment Program including training and supervision of staff and assisting in job placement services. Monitors placement plans, reports, outcomes, billing, documentation, and assures services meet Evidence-Based Models for Employment. Requires valid driver's license, good driving record, four year degree and excellent written and interpersonal communication skills. Experience in program development, marketing and supervision is preferred.

Residential Supervisor: (2-RP,10th) FT, Monday-Thursday plus alternating S/S, noon-8:30 p.m. Responsible to orient, train, supervise and evaluate all staff on all shifts at the residential site. Participate in program planning, daily implementation and follow-up. Provides and oversees daily care, safety and well being of persons served. Provides appropriate, timely, and ongoing communication. Assures administrative tasks are completed accurately and on a timely basis. Prefer at least two years of experience in direct services to persons with disabilities and prefer one year of supervisory and management experience. Prefer direct experience in community living services and/or working with persons with developmental disabilities. Requires HS diploma or GED, good communication skills, and a valid KS drivers license with a good driving record.

Vocational Trainer: (2-WS) FT M-F 8:00 a.m.-4:00 p.m. Responsible for supervising and direct training for persons served in the work services and vocational programs. Must be familiar with using a tape measure and have some basic math skills. Conducts assessments, participates as a member of the interdisciplinary team, and follows through in documenting training with persons served. Also responsible for production scheduling, job set-up, and quality control. Requires HS diploma/GED.

KETCH is an EEO/AAP employer

**APPLY [ONLINE](#), IN PERSON OR SEND LETTER/RESUME TO jobs@ketch.org.
FOR MORE INFORMATION ABOUT KETCH, SEE OUR WEBSITE AT www.ketch.org**
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