

Team Leader Position

DUTIES AND RESPONSIBILITIES:

- Assist in the supervision of Activities/Vocational Program/Day Array
- Make contact bi weekly with team members/ staff
- coverage for Office Call offs
- Notify Coordinator via email or phone for any call offs
- Monitor Vocational/Day Array
- Fill in for calls off of DP Specialist/ Fill In as a DP specialist when needed
- Document unusual events on tracking sheet
- Train new employees if needed
- Assist with interviewing
- Cover Call off PRN
- Develops relationships with Members and guardians
- Assist with maintaining MUI and UI logs
- Maintain agency website
- log all new Members on client list
- email HR with new hire info
- Assist with new hire paperwork
- Correspond with SSA regarding consumers
- Complete quality assurance
- Assist with agency paper work
- Assist where needed

Skills-

- Works well independently and with a team
- Strong written and verbal communication skills
- Ability to work accurately and meet deadlines
- Typical work Schedule to work will be 10 am to 6 pm., Also you must be able to work on occasion including early mornings, evenings, and weekends

- Ability to work in the field as needed
- Strong computer skills
- Strong time management skills
- Ability to work independently as well as with team member
- Ability to work 40 hrs a week and over time PRN

QUALIFICATIONS

Education- High school diploma required, degree preferred.

Experience- 1 yr min experience working in supervision or 2yrs min supervision experience working in a human resources field in any setting

Job Type: Full-time

Salary: 11.34 an hr

Job Location:

- Akron, OH

Required education:

- High school or equivalent

Required experience:

- MRDD: 1 year

Required licenses or certifications:

- High School Diploma
- Car insurance
- Driver's License

You have until April 15th, 2017 to send in your application at www.INPEL1.com