



LANAKILA P A C I F I C

Building Independence for Challenged Lives

MEMORANDUM

TO: All Staff
FROM: Tupu Savaiigaea, Recruiting Specialist
DATE: March 5, 2010
SUBJECT: **Position Vacancy**

Applications are now being accepted for the positions listed below:

**Program Coordinator (Regular Full-Time)
Teaching and Learning Center – Bachelot**

Position Summary:

Develops and implements the clients' Individualized Service Plan and training curriculum as specified in the standards for Developmentally Disabled/Mentally Retarded (DD/MR) Waiver Programs. Coordinates rehabilitation services to assist adult clients in acquiring, retaining, and improving self-help, socialization, and adaptive skills necessary to live successfully in the community.

Minimum Qualification Requirements:

BA degree in education or social sciences from an accredited institution and 3 years of progressively responsible work experience teaching and training individuals with DD/MR or BA degree in a non-related field and 3 years experience working with DD/MR population. Additional requirements include excellent written and verbal communication skills, strong organizational and time management skills, and basic proficiency in MS Office, effectively utilize community resources, and possess high level of creativity and flexibility to promote, enhance, and attain program goals.

Qualified candidates must possess current TB clearance (valid within 1 year), CPR, First Aid certifications; APS, CPS and criminal history checks according to DHS standards. Valid driver's license, clean driver's abstract and access to an insured vehicle is also required.

Interested candidates may contact Human Resources for a detailed job description/application.