Services Coordinator

The Arc of Southeast Iowa is a nonprofit organization committed to being a leader in offering information, services and advocacy to individuals with disabilities, their families and our community. We are seeking a qualified candidate to join our Service Team. If you are able to work independently as well as part of a team, have strong organizational skills, have effective verbal and written communication skills, and are motivated to help others to reach their goals, then this is a great opportunity for you!

**Job Description:** The Arc’s Services Coordinator position is responsible for person-centered planning, arranging and overseeing in-home, on-site programming and community-based services for children and adults, supervising direct support professionals, and for management of quality service provision.

**Employment contingent upon:**
- Criminal history checks, child and dependent adult abuse clearance
- A professional reference
- Reliable transportation
- Bachelor’s degree in Therapeutic Recreation, Social Work or Human Service related field OR Bachelor’s degree with three years’ experience in Human Service related field

**Job Type:** This is a full-time administrative position. Hours are typically M-F 8am to 4:30pm with some flexibility. Evening and weekend hours occasionally required.

**Benefits:**
- Health and Dental coverage
- Paid time off and Holidays
- Life, Short-term, and Long-term disability insurance