



## **ST. VINCENT NEW HOPE JOB FAIR**

**THURSDAY NOVEMBER 13, 2008**

**9:00am – 3:00pm at**

**WorkOne College Park**

**8910 Purdue Road • Indianapolis, IN. 46268 • 317-228-0682**

### **St. Vincent New Hope is seeking the following:**

#### **Office Professional:**

- Coordinates monthly billing, maintains charts, information tracking
- Knowledge of Word and Excel skills are a must.
- HS Diploma, organizational skills, ability to multitask a must
- Part time, M-F 9-2

#### **Skills Trainer:**

- Teaches adults with disabilities daily living and social skills
- Administers client medication, plans, and activities
- Transports clients to places of employment and community.
- Valid Indiana Driver's License and proof of car insurance required
- This position performs its duties and responsibilities in accordance with the St. Vincent mission and core values.

#### **Mentors:**

- Assists children and adolescents with disabilities with meeting their goals, making meaningful connections in the community and practicing independent living skills.
- Valid Indiana Driver's License and proof of car insurance required.

#### **Manager of Adult Day Services:**

- Primary goal is to develop and organize a growing Day Program. This will involve overseeing the work of all direct care mentors, coordinating schedules and curriculum, and directly interacting with individuals in the program. The Manger of Adult Day Services ensures that individual's medical, emotional and safety needs are met.
- 2 years working with individuals with developmental disabilities {with a Day Services Program preferred}
- 2 years supervisory experience
- Bachelor's Degree in a Human Services related field
- The ideal candidate will possess effective communication skills, ability to work independently, interpersonal skills that reflect empathy, creativity and individualization. They must be a visionary with organizational ability. A Valid Indiana driver's license and proof of car insurance is required.

**Application can be completed online prior to the job fair at**

**[www.stvincent.org](http://www.stvincent.org)**

**Come dressed professionally and ready to interview**