

### **Academy Inclusive Communities Coordinator at Hope College; full-time, 12-month position**

Ready For Life, a nonprofit organization, is looking for an Inclusive Communities Coordinator for the Academy program at Hope College (RFLA@CU). Ready For Life offers inclusive and immersive education services and life skills training to individuals with intellectual disabilities. We work with clients to reach their goals of independence and employment while they attend the Academy program in a college environment.

#### **As Inclusive Communities Coordinator your responsibilities will include:**

- Assist Ready For Life Academy students in taking strides toward reaching their goals of independent living and paid employment.
- Coordinate and oversee community-based support systems:
  - Hire, train, and oversee Community Living Support (CLS) staff.
  - Hire, train, and oversee Residential Living Advisor (RLA) staff.
  - Attend and represent RFLA at Person Centered Plan meetings with community mental health professionals on behalf of each student receiving CLS services.
  - Create student CLS schedules in coordination with staff.
  - Ensure CLS billing deadlines and quality assurances are met.
- Support the RFLA@HC students in their job internships.
  - Teach first-semester freshman RFLA Internship Preparation course.
  - Place each student in a volunteer or paid internship each semester.
  - Coordinate all aspects of RFLA student internships:
    - Seek new community placements.
    - Communicate with job internship supervisors every week.
    - Train students in their job internship as necessary, and support on an as-needed basis.
    - Assess students at their job internships.
    - Assist students with securing transportation if needed.
- Collaborate with the Academy Instructional Team to ensure consistent and cohesive delivery of total programming expectations.
- Identify and connect with community partners and key stakeholders in developing opportunities for RFLA@HC students.
- Coordinate with IC Manager and academic program staff to provide leadership and oversight of the Summer LIFE! Program.
- Collaborate with the RFL Inclusive Communities (IC) Program Manager to ensure consistent and cohesive delivery of total programming expectations.
- Other duties as designated by the IC Program Manager or designee.
- This position reports to the Inclusive Communities Program Manager and is primarily a second shift position, with flexibility.

Please submit a cover letter and resume to [toni.falk@rflnetwork.org](mailto:toni.falk@rflnetwork.org) for consideration.

**Qualified applicants possess:**

- A passion for our mission of working with people with intellectual disabilities.
- Experience with adults with intellectual disabilities preferred.
- Ability to effectively communicate with adults with intellectual disabilities.
- Valid driver's license with a max of three points, access to a vehicle, and current auto insurance.
- Ability to take and complete Community Mental Health training courses.

**Required education:**

- An associate degree or higher in a related field or related life experience.

**Wage:** \$20.00/hr

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