

### **Academy Inclusive Communities Coordinator at Hope College; full-time, year-round position**

Ready For Life, a nonprofit organization, is seeking an Inclusive Communities Coordinator for the Academy program at Hope College (RFLA@HC). Ready For Life offers inclusive and immersive education services and life skills training to individuals with intellectual disabilities and autism spectrum disorders. We work with students 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.
  - Coordinated student housing placements.
  - Provide support as needed for students in RFLA@HC housing.
  - 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 work experience opportunities (WEOs):
    - Seek new community placements.
    - Communicate with WEO host site supervisors every week.
    - Train students in their WEO as necessary, and support on an as-needed basis.
    - Assess students at their WEO.
    - 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.
  - Coordinate housing including hiring, training, and scheduling of Residential Living Advisor staff.
  - Coordinate CLS services, including hiring, training, and scheduling of CLS staff.
  - Plan and help execute community outings for summer residents.
  - Supporting summer residents as necessary

- 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.

**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 maximum 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 per hour, or adjusted based on the current wage for internal applicants

- ***Internal applicants are encouraged to notify Toni Falk of their intent to apply.***
- ***External applicants, please submit a cover letter and resume to [toni.falk@rflnetwork.org](mailto:toni.falk@rflnetwork.org) for consideration.***