



## **HOME & COMMUNITY BASED SERVICES:**

### **FULL-TIME, HCBS SUPERVISOR:**

#### **Full-Time Salaried Position HCBS Independent Living:**

**Schedule: Includes Rotating On-Call Schedule including weekends, some evening and weekend hours may required.**

The Home and Community-Based Services Supervisor is responsible for the supervision and day-to-day operations of the community-based services program. This job will direct the work and provide supervision and leadership of assigned personal assistants through mentoring, training and development of a cohesive team. This position is responsible to the department director in developing and providing strategic business direction of the community-based services program, and thus, requires a high level of organization, decisiveness and the ability to multi-task.

- **A Bachelor's degree in a Human Services field is preferred, however an Associate of Arts degree with one-year experience in a direct care setting will be considered, or a minimum of two years experience in a direct care facility**
- **A minimum of 1-2 years supervisory experience required**
- **Free from convictions or prior employment history of child or resident abuse or dependent adult abuse**
- **Ability and desire to work with children and/or adults with mental and physical disabilities**
- **Valid driver's license\***

\*Applicants must qualify as an approved driver; use of personal vehicle is required, must meet minimum vehicle insurance requirements of \$100,000.00 liability.

Persons interested may log on to our website at [www.hillsdales.org](http://www.hillsdales.org) to download an application or they may send a resume and cover letter to Hills & Dales, 1011 Davis St., Dubuque, Iowa 52001; attn: Human Resources.

Application deadline February 24, 2012. Offer of employment contingent on successful completion of background checks and drug screen. EOE