

**Project Coordinator (Counselor).** ConnectAbility of MN, Inc. seeks a Project Coordinator (Counselor) in Waite Park, Minnesota (our Central Office location in the St. Cloud, MN metro area). Multiple positions available. These positions require workday travel approximately 4 days per week within the State of Minnesota to meet with clients in the community and/or in their homes (no overnights or weekends). Coordinate community-based programs and services for disabled clients of ConnectAbility of MN, maintain and promote within Minnesota with key constituents. This position is also responsible for assessment and implementation of assistive technologies and home modification assessments for people with disabilities in Central Minnesota. Additional duties and responsibilities of this position include: Assist in carrying out the mission of ConnectAbility of MN to promote equal rights for all, providing assistance and support to enable individuals with disabilities to live a life without limits throughout the State of Minnesota; Provide and/or assist with case coordination to adults with disabilities; Responsible for assessing the medical and social needs of clients and participants, ensuring that they receive all of the necessary care and services they require; Provide direct service and support to individuals or clients, such as handling a referral for child advocacy issues, conducting a needs evaluation, or resolving complaints; Assess and make recommendations regarding the selection, modification and implementation of Assistive Technology devices and services to allow adults with disabilities to live more independently, applying knowledge of communication technology and assistive technology devices, hardware, and software; Establish and coordinate administrative procedures to meet objectives set by the board of directors and/or senior management; Conduct face-to-face and over the phone one-on-one and group meetings with disabled clients and their families, sub-contractors, vendors and staff; Design various programs to foster community engagement with ConnectAbility of MN programs and create an inclusive environment among clients and staff; Collaborate with the Minnesota Department of Education, county representatives and staff to identify and improve resources for ConnectAbility of MN clients; Effectively manage a range of relationships, not limited to people with disabilities and their families, social workers, county representatives and staff; Work closely with a diverse population, serving those from different cultural backgrounds; Participate in the determination of organizational policies regarding such issues as client/participant eligibility, program requirements, and program benefits; Conduct Home Modification assessments; Conduct assessment & Care Plan with clients/participants; Provide care coordination based on assessment, including coordinating the delivery of approved medical and social services; Communicate with physicians, providers and county social workers to discuss care plans and provide updates on client/participant progress as needed; Assist client/participant with transition of care to/from institutions; Work with individuals with a variety of disabilities including developmentally disabled and mental health; Travel throughout the State of Minnesota to meet clients in the community and/or in their homes; Recruit, interview, and sign up volunteers, participate in training, occasional observation, and review; Plan and administer budgets for programs, equipment and support services; Consult with agency staff and other community programs regarding the interpretation of program-related federal, state, and county regulations and policies; Coordinate fundraising activities and assist in the preparation of public relations materials; Other related duties as assigned. **Minimum requirements:** Master's degree (U.S. or foreign equivalent) in Counseling, College Counseling and Student Development, or a closely related field. Must have Assistive Technology Applications certificate from California State University, Northridge, or otherwise meet State of MN DHS certification requirements for providing services in assistive technology. Must have valid Accessibility Specialist certification

from the MN Department of Labor, or otherwise meet State of MN DHS certification requirements for providing home modification assessments. Must have proof of legal authority to work in the U.S. Interested candidates should send a resume to [Hello@ConnectAbilityMN.org](mailto:Hello@ConnectAbilityMN.org). These positions are for full-time employment by ConnectAbility of MN, Inc. for employment in Waite Park, Minnesota (our Central Office location in the St. Cloud, MN metro area) with workday travel approximately 4 days per week within the State of Minnesota to meet with clients in the community and/or in their homes (no overnights or weekends). EOE.