Services Coordinator

The Arc of Southeast Iowa is a nonprofit organization committed to being a leader in offering information, services and advocacy to individuals with disabilities, their families and our community. We are seeking a qualified candidate to join our Service Team. If you are able to work independently as well as part of a team, have strong organizational skills, have effective verbal and written communication skills, and are motivated to help others to reach their goals, then this a good opportunity for you.

Job Description: The Arc’s Services Coordinator position is responsible for person-centered planning, arranging and overseeing in-home and community based services for children and adults, supervising direct support professionals, and for management of quality service provision.

Employment contingent upon:
- Criminal history checks, child and dependent adult abuse clearance
- A professional reference
- Reliable transportation
- Bachelor’s degree in human service related field OR Bachelor’s degree with three years’ experience in human service related field

Job Type: This is a full time administrative position. Hours are typically M-F 8am to 4:30pm with some flexibility. Evening and weekend hours occasionally required.

Benefits:
- Health and Dental coverage
- Paid time off and Holidays
- Life and Long-term disability insurance

Send resume, cover letter, and contact information for at least two professional references to Alissa Voss: alissavoss@arcsei.org or mail to 2620 Muscatine Ave, Iowa City, IA 52240.