



Community Access Services
1815 NW 169th Place, #1060
Beaverton, OR 97006

Job Announcement – Program Supervisor

Are you looking for a challenging role that contributes to the success of others? Join our team and make a difference in people's lives.

Community Access Services (CAS) is a non-profit organization that provides residential services and employment opportunities to individuals who experience intellectual, and developmental disabilities. We occasionally have openings for Program Supervisors at our residential and vocational/Day Support Activity settings. Our opportunities are located in Multnomah, Clackamas, Washington and Columbia counties.

The Program Supervisor is responsible for oversight and management of the daily operations of the program or group home. Which include supervision of staff, scheduling and program finances. This position is also responsible for creating and implementing Person Centered support plans, hiring staff, on-site training and cultivating a work environment that contributes to the success of the agency's mission. Position is full-time, salary depending on experience plus generous benefits.

Minimum requirements for employment with CAS:

- Must be at least 18 years of age
- Must be able to qualify as a company driver (Licensed at least 2 years with no more than 3 driving infractions in a 3 year period)
- Must be able to pass a pre-employment drug screen
- Must be able to pass a criminal background check (conducted by the State of Oregon DHS—more information about disqualifying crimes can be found here: <http://www.oregon.gov/dhs/chc/docs/crimelist.xls>)

How to apply:

Please submit a completed application to Community Access Services, Attn: Crystal Gordham. An application and more information on how to apply can be found here: <http://communityaccessservices.org/careers/>.

If you are unable to print out the application, please let us know and we can mail you one.

Questions? Please contact Crystal Gordham: Crystal@cas-dd.org or (503) 936-7481.

Benefit Package (Available to those working 30+ hours per week):

- Medical/Dental/Prescription Drug Insurance
- Short/Long Term Disability & Life Insurance
- Voluntary Term Life
- TDA/Pension Plan
- Flex Spending Account (Medical/Child Care Options)
- Paid Leave (PTO) includes 6 recognized holidays and anniversary day
- Referral Bonuses
- Employee Assistance Program (EAP)
- Paid Training and Mileage