

204 Mississippi Avenue  
 Red Wing, MN 55066  
 651-388-7108  
 Fax: 651-388-9223

**ProAct, Inc.**  
 3195 Neil Armstrong Blvd  
 Eagan, MN 55121  
 651-686-0405 Fax: 651-686-0312

224 Main Street  
 Zumbrota, MN 55992  
 507-732-7888  
 Fax: 507-732-4085

## Job Posting

|                           |  |
|---------------------------|--|
| Position<br>Site/location | Site Supervisor<br>Eagan   |
| Requirements:             | <p>*High School diploma or general education degree (GED) with further training in health/rehabilitation or production preferred. Six months related experience and/or training; or equivalent combination of education and experience.</p> <p>*Must possess excellent written and oral communication skills.</p> <p>*Must be CPR and 1<sup>st</sup> Aid Certified.</p> <p>*Must pass DHS background study.</p> <p>*Must possess valid driver's license with acceptable driving record; must be insurable at non-risk rates.</p> <p>*Must be able to lift and/or move up to 50 lbs. on a regular basis</p> <p>*Must be able to pass DOT Physical (additional testing required as a result of DOT physical will not be paid by ProAct); drug and alcohol testing.</p> <p>*Must have personal automobile and be willing to drive for company business.</p> |
| Job Description:          | <p>Works as part of a team supervising disabled adults in a community setting. Coordinates training, job coaching, and site supervision with other site supervisors. Completes all record keeping in a timely and accurate manner, including but not limited to consumer time cards, case notes, behavior observation charts, seizure logs, daily logbook, and accident/injury reports. Must be able to work in a fast paced environment. Lifting on a regular basis is a routine part of this job.</p>  |
| Hours:                    | 7:00 a.m.– 4:00 p.m. Monday - Friday   |
| Pay Scale:                | \$13.00/hour - \$15.00/hour  |
| Benefits:                 | <p>PTO</p> <p>Medical/Dental/Life/LTD</p> <p>401(k) Plan</p>   |

