

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 Site/location	Site Supervisor 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 1st 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:	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.
Hours: State other if needed	7:00 a.m. – 4:00 p.m. Monday - Thursday 7:00 a.m. – 1:00 p.m. Friday
Pay Scale:	\$12.64/hour - \$15.00/hour
Benefits:	PTO Medical/Dental/Life/LTD 401(k) Plan