

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 Supervisor
Location	Red Wing
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.</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>Provides training, individual job coaching, site supervision and supports individuals with disabilities in a manner the enables them to achieve their goals and objectives.</p> <p>Transports crew to work site on a daily basis. Supervises work group including but not limited to setting up work as assigned and/or getting work assignments for individuals, trains individuals on new assignments, monitors quality and quantity of work produced, assures work is completed on timely basis and in a manner consistent with the employer's standards.</p>
Hours: State other if needed	<p>7:00 a.m.– 4:00 p.m. Monday - Thursday</p> <p>7:00 a.m. – 1:30 p.m. Friday</p> <p>Hours may vary based on business necessity</p>
Pay Scale:	\$12.64/hour - \$15.00/hour
Benefits:	<p>PTO</p> <p>Medical/Dental/Life/LTD</p> <p>401(k) Plan</p>