



Northeast Community Center for Behavioral Health

Roosevelt Boulevard & Adams Avenue • Philadelphia, Pennsylvania 19124 • (215) 831-2800 • www.neccbh.org

06/13/2023

POSITION AVAILABLE

PROGRAM COORDINATOR:

Full-time Program Coordinator position available, Monday thru Friday, for Intellectual Disabilities Program in Northeast Philadelphia. The Program Coordinator reports to the Program Director to assist in providing direction and supervision in the operation of the Community Homes Department to assure compliance with 6400 regulations.

Qualifications:

Associate degree/High School Diploma with three years of experience

Experience working with individuals with IDD

Strong clerical background

Knowledge of 6400 regulations

Licensed driver with reliable transportation and clear record required

(Certified Investigator, Quality Management, Practicum Observer within one year of employment)

Physical Requirements:

Able to lift/push/pull up to 15 pounds

Ability to stand/sit for extended periods of time.

Occasional stairs, bending, reaching.

Fine motor skills.

Visual acuity.

Benefits:

Salary \$19.00/hour. An excellent benefit package, which includes health insurance, life insurance, vested pension in three years, paid sick, personal, and holiday leave, and 4 weeks paid vacation time are offered in the first year of employment.

The Northeast Community Center for Behavioral Health is an Equal Opportunity Employer (EEO) and welcomes all to apply.

Email resume to: Donyetta.poindexter-gresham@neccbh.org

FOR FURTHER INFORMATION CONTACT D. POINDEXTER-GRESHAM @ (215) 831-2838