



KANDU Industries INC.,

Our Mission: KANDU creates, promotes, and provides diverse opportunities offering people with disabilities or disadvantages the ability to pursue greater independence and explore their limitless potential.

Summary of Position: We are looking for a passionate Public Health AmeriCorps Team Member to provide project management, administrative support, and coordinating responsibilities for our clients and staff. You will be assisting the KANDU's Admin Department with an emphasis on Client Services. This will be an opportunity to utilize much planning, systematizing, and problem-solving skills. The PHATM will assist in facilitating transportation and building committees along with broadening their skill sets in developing a structured marketing plan for our "A-Team." We are looking for an energetic and organized member to join our motivated group of leaders.

Qualifications: Minimum Education preferred is an Associate's Degree, but experience could replace this preference. Experience working with the disabled or disadvantaged population is a plus. Excellent listening skills and ability to communicate well both orally and in writing. Proficient and knowledgeable of Microsoft products, especially Excel, ACCESS, PowerPoint, Word, and Outlook. Possession of a vehicle with a valid driver's license and insurance. Must be able to pass a caregiver background check.

Public Health AmeriCorps Duties:

- Maintain confidentiality regarding all company stakeholders.
- Adhere to the vision, mission, and core values of KANDU Industries, Inc. in all aspects.
- Uphold compassion and respect for all clients and their families.
- Digitization of client and staff files and creating specific file groups.
- Assist the Senior Management Team in planning and transitioning needs related to the new building Location including, transportation, equipment, and personnel.
- Provide client supervision and training for the Client Services Department.
- Develop an audit system for client files for Prevocational, Day Services, and the Adult Family Home.
- Provide Grant research for KANDU's upcoming Capital Campaign.
- Provide clerical support to the Administration Team, including the Executive Director, Human Resources, Finance, Fund Development, and our Program departments as needed.
- Accurately complete assignments within assigned deadlines.
- Aid in designing and implementing the "In Your Shoes Program" with Human Resources and create a training calendar for all departments.
- Develop a marketing and organization plan for the Action Club and "A-Team."
- Other duties as assigned by the Admin Team or Client Services Director.

Required Skills, Knowledge, and Abilities:

- Be adaptable and accepting of change.
- Always punctual and reliable.
- Always sustain professionalism.
- Superb attention to detail.
- Working Knowledge of Spreadsheets and previous experience with Data Entry.
- Outstanding interpersonal skills.
- Experience working with adults with developmental disabilities a plus.
- Excellent oral and written communication, problem-solving skills, and the ability to apply independent judgment in critical situations.
- Capability to work well under pressure.
- Ability to prioritize tasks.
- Willing to learn and develop in this role.
- Quick to learn new tasks.

Reports to the Client Services Director.

Additional Responsibilities:

This list is intended to be descriptive of the general nature of assigned duties rather than limiting functions. Other opportunities may be assigned. All duties are subject to periodic review and revision by the organization.

Schedule:

- Day shift
- Monday to Friday – 7:30am to 4:00pm