



**“Two Locations, One Mission”**

**Program Coordinator  
Thrive Day Habilitation Program**

The Vocational Training Center (VTC) of Fargo, ND is seeking an innovative, highly motivated individual for the position of Program Coordinator for the Thrive Day Habilitation Program. For the qualified candidate, this position provides an outstanding opportunity to directly impact the lives of supported individuals through the creation, implementation and direction of internal and community integrated activities and experiences.

In operation for over 50 years, VTC provides exceptional services, supports and employment opportunities for individuals with disabilities.

As the Program Coordinator, you will:

- Be the primary person responsible for the direction and overall success of the Thrive Day Habilitation Program. This includes:
  - Ensuring all aspects of the Thrive program comply with state and federal regulations
  - Developing strategic plans and service goals that enable and encourage growth in the Thrive program.
  - Supervising and collaborating with the Thrive Program Scheduler to ensure there are a variety of meaningful activities and experiences offered to supported individuals
  - Researching, exploring and promoting new activities, opportunities, adaptive equipment and technology that will enhance and expand on the services provided through the program
  - Actively engaging with local education agencies to promote opportunities for transition aged students within VTC services and supports
  - Supervising and supporting the Thrive Program Supervisor on staff development, performance, and other staff related items
  - Mentoring, training, and supporting Direct Support Professionals in all aspects of the Thrive program
  - Collaborating with all levels of VTC staff to develop and implement policies and procedures that allow for seamless operation among all programs within VTC
- Manage the Person-Centered Service Plan process for supported individuals which may include:
  - Developing, monitoring and reporting on support plans
  - Conducting assessments and creating progress reports
  - Traveling to local community sites to assess progress of supported individuals' personal objectives
  - Coordinating and facilitating support network meetings
  - Training direct support staff on methods, strategies and techniques relative to supported individuals' programs and active support
- Maintain flexibility and composure in an ever-changing environment
- Understand that this list of responsibilities is not exhaustive. Responsibilities may be added or removed as service and program needs necessitate

Requirements:

- Minimum of a Bachelor's Degree; majors in special or vocational education, rehabilitation, social work, human services, education or other related fields.
- Must meet ND Qualified Developmental Disability Professional (QDDP) requirements
- One year experience working with individuals with developmental disabilities or related field required
- Supervisory experience and knowledge of community resources and businesses preferred
- Current Drivers' License

EEO/AA/M/F/Vet/Disability Employer

\*\*Application available at [www.fargovtc.org/careers](http://www.fargovtc.org/careers)