



Rehabilitation Institute of KC
MEDICAL REHABILITATION | EMPLOYMENT PLACEMENT | DISABILITY SERVICES

3011 Baltimore Avenue Kansas City, MO 64108

Fax: (816) 751-7985

Interested applicants may call (816) 751-7802 to discuss position vacancy or submit application and/or resume to Human Resources.

Date Posted: January 23, 2012

Job Opportunities

Administration

Administrative Assistant

FT

M-F

Position Code: 50040

JOB OVERVIEW: Under direct supervision of the President and Director of Administrative Services the Administrative Assistant will provide day-to-day clerical support to the President and the Administration Department. Prepares correspondence, receive incoming calls, file and retrieve materials, record meeting minutes, and distribute department mail. Position will anticipate the needs of the President/Administration Department and ensure resources, materials are readily available. Will have contact with community resources, Board of Directors and the general public. May be asked to assist with other duties and/or in other departments as needed including reception.

EDUCATION: Minimum 3 years work experience in administrative clerical office practices working with senior management level staff. Associates degree or advanced education preferred.

KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION: Thorough knowledge and skills in using Word and other Microsoft software, taking meeting minutes for management and Board meetings. Employee will promote and adhere to the Compliance Plan as defined by the Rehabilitation Institute of Kansas City. Must have a valid driver's license and access to personal transportation.

Employment Services

Business Development Specialist

RI Industries FT

M-F

Kansas City

Position Code: 21554

OVERVIEW: Under direction of Director of Employment Services Program Operations, solicits bids and procures sub-contract work for consumers employed by R.I. Industries. Develops and maintains productive relationships with businesses and organizations that enhance attainment of program goals and objectives. Works in conjunction with Workshop Operations Manager, Assistant Facility Managers and other staff to coordinate efficient production operations. At direction of management, assists with follow-up of past due accounts. Performs other program-related duties deemed necessary by supervisor. Base plus commission pay.

EDUCATION: Associate's degree, Bachelor's level preferred.

EXPERIENCE: Prior outside sales experience. This position requires four years prior experience and is not an entry level position. Must have access to transportation.

Employment Training Specialist

On-Call

Position Code: 30148

JOB OVERVIEW: Under the general direction of Branch Manager or Service Manager, assesses the skills of persons served (during community work experiences and/or in facility-based activities), assists them in retaining employment and contacts employers to develop new opportunities. Must have valid driver's license and access to vehicle.

EDUCATION: High school diploma or equivalent is required. Some college courses preferred.

EXPERIENCE: A minimum of four years of successful work experience is required, preferably in a human service setting. A bachelor's degree in a relevant area of study may be substituted for experience requirements. Great opportunity for college student.



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Job Opportunities

Employment Services

(continued)

Truck Driver

Part Time

Kansas City

Position Code: 50701

JOB OVERVIEW: Under direct supervision of Workshop Operations Manager, operates Institute vehicles which are used to transport sub-contract work and raw materials to and from Institute Workshops. Loads and unloads materials. Distributes incoming materials to appropriate locations. Assists with material management on receiving docks. Helps prepare outgoing orders for delivery. Apprizes supervisor of vehicle maintenance needs. Maintains effective relationships with shop customers. In conjunction with, or in the absence of the Production Supervisor, assists in the implementation of the Book De-binding and recycling project. Is able to promote the Book De-binding and Recycling Project and discuss the Project's goals and with current and potential donors. Performs other workshop-related duties assigned by administrative personnel, including, but not limited to the Book De-binding and Recycling Project.

EDUCATION: High school diploma or equivalent required.

EXPERIENCE: A minimum of one year employment as a truck or delivery driver. Experience with supply distribution.

KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION:

Valid Class E Chauffeurs license issued by the State of Missouri. Must complete DOT Health Certification. Ability to operate a motor vehicle safely and efficiently. Working knowledge of metropolitan area and local traffic laws, DOT/OSHA transportation/vehicle regulations. Possess valid driver's license, capable of driving and has access to personal transportation.

Outpatient Neuro-Rehab Therapy Services – Community Integration Department

Occupational Therapist

FT

M-F

Peds/Adolescence

Position Code: 21240

JOB OVERVIEW: Under general direction of the Supervisor performs patient care related tasks for pediatric/adolescence services.

EDUCATION: Bachelor's degree in Occupational Therapy, from an accredited school.

EXPERIENCE: No experience required. Mo License eligible

Speech Language Pathologist

On-Call

M-F

Peds/Adolescence

Position Code: 21579

Physical Therapist

On-Call

M-F

Adults Services

Position Code: 21923

Occupational Therapist

On-Call

M-F

Adults Services

Position Code: 21246

JOB OVERVIEW: Under general direction of the Supervisor performs patient care related tasks for pediatric/adolescence services.

EDUCATION: Bachelor's degree in Speech Language Pathology, Physical Therapy or Occupational Therapy, as applicable to position, from an accredited school.

EXPERIENCE: New grads welcome, No experience required. Mo License eligible.