



Judevine Center
for Autism

JUDEVINE KIRKSVILLE COORDINATOR

Job Description

- **Will represent Judevine on a day-to-day basis in the Kirksville community. Will be the face of the agency to the general public and local disability community.**
- **Responsible for day-to-day operation of office including contact with families, social service and treatment agencies, and professionals in the Kirksville and St. Louis areas.**
- **Will coordinate referrals for Judevine services in Greater Kirksville area and surrounding areas.**
- **Will interact with funding agencies and maintain necessary and required service documentation.**
- **Will respond to requests for information via telephone and email.**
- **Will assist in the development of social groups and respite care services and other services for children with developmental disabilities including autism.**
- **Will maintain close communication and supervision from both Judevine's Board Certified Behavior Analysts who are working in Northeast Missouri and will frequently be working from Kirksville office.**
- **May be asked to attend meetings in local community and report.**

Bachelor's Degree required. Master's Degree preferred. Ideal candidate will have had some involvement with community agencies and services.

Forward cover letter and resume to Richard H. Burnett at rburnett@judevine.org. Or mail to the address below.

Salary commensurate with degree and experience. Negotiable.