



Visual Arts Client Services Coordinator

Organization Summary

Interact Center for Visual & Performing Arts was founded in 1996 and is currently located in the Creative Enterprise Zone in Saint Paul, Minnesota. We are a 501c3 non-profit organization licensed as a Day Support Center 245D, dedicated to providing studio and performing arts opportunities for artists with disabilities ages 18+ to pursue a career in the creative field of their choice. Our participants create original work, sustain rigorous professional standards, and explore ideas through the lens of the entire spectrum of disability labels. Our uncompromising vision of *radical inclusion* dissolves concepts of who “can” or “cannot”, blending the talents and viewpoints of artists with and without disabilities, and artists from mainstream and marginalized communities. Please visit our website for more information at www.interactcenter.org

Position: Visual Arts Client Services Coordinator -- Visual Arts Department

Reports To: Director of Licensing and Recruitment

Workdays: Monday – Friday position / 40 hours per week

Occasional evening/weekend hours. Exempt, benefits eligible

Involvement with clients: Daily; **Fulfill all duties as direct support professional. Complete all required business and support planning paperwork as assigned**

Salary: Range of \$40,000 to \$44,000.

COVID Precautions: Interact Center requires all staff and artists to be fully vaccinated and boosted. Proof of vaccination is required before hire. Everyone must wear a mask.

Position Description

The Visual Arts Client Services Coordinator is a unique and exciting position that merges visual arts studio practice with social services. This position is highly interactive within the visual arts studio involving working directly with visual artists and assisting with both their personal and creative needs. The Visual Arts Client Services Coordinator works closely with all Visual Arts Department Staff to ensure a safe and creative environment for all participants.

This position requires a strong sense of teamwork along with independently completing tasks. The Visual Arts Client Services Coordinator demonstrates emotional maturity, a high level of initiative, ability to see a process through completion, positive communication skills and the ability to ask, learn and share new information.

The Visual Arts Client Services Coordinator oversees a caseload of 30 to 40 visual artists and is the primary contact for their families, Case Managers, Residential Staff members and ILS workers, for all their questions and needs around their care, attendance, funding, transportation and progress at Interact.

Duties and Responsibilities

Maintenance for client files and related documents per Minnesota DHS licensing

- Ensure department rules, licensing regulations, staffing ratios are followed in order to guarantee safety and supervision of vulnerable adults.
- Development of Individual Abuse Prevention Plans and Risk Management Plans
- Tracking, scheduling and coordinating interdisciplinary team meetings.
- Mandated Reporter; Completing, Reviewing and Communicating Incident Reports with team members
- Maintaining current medical files, request Medical Records as needed, meet monthly with contracted nurse.
- Participate in required social services and licensing training including but not limited to: Vulnerable Adult Act, Mandated Reporting, CPR Certification, Med Administration, First Aid Certification, Blood Borne Pathogens

Additional Responsibilities

- Assist the Transportation Coordinator by communicating any transportation changes/updates
- Assist Accounting Department by confirming funding sources and contacting case managers with billing conflicts
- Assist Department Manager and Instructors as needed
- Assist clients with personal care needs, including bathroom cares and med administration, as needed.
- Other duties as assigned.

Qualifications

- **Must have experience working with individuals with disabilities.**
- **Must have a Visual Arts background**
- Independent, self-motivated with excellent organization and communication skills.
- Knowledge of Microsoft Office Suite, including Excel

Additional Information

Interact provides a competitive salary; health and dental insurance (30% employment share), employer-contributed 403(b) savings plan; generous PTO; and a lively, creative, fun working environment!

Interact Center is committed to Equal Employment Opportunity (EEO) and candidates of diverse backgrounds are strongly encouraged to apply.

How to Apply:

Please send a cover letter, resume and 3 professional references to Colleen Krick, Director of Licensing and Recruitment at colleen@interactcenter.com. No phone calls or walk-in please.

Education and Experience Requirements:

- (1) A Baccalaureate degree in a field related to human services, and one year of full time work experience providing direct care services to persons with disabilities or persons age 65 and older; **OR**
- (2) An associate degree in a field related to human services from an accredited postsecondary institution and two years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older; **OR**
- (3) A diploma in a field related to human services from an accredited postsecondary institution and three years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older; **OR**
- (4) A minimum of 50 hours of education and training related to human services and disabilities; **AND**
- (5) Four years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older under the supervision of a staff person who meets the qualifications identified in clauses (1) (2) (3)

- **Must pass a background check; required by DHS Licensing Department**