

How are positions posted? How is staffing coordinated?

Positions are posted through Human Resources, and listed on our website on the current openings page under employment. Staffing is coordinated by Kathy Anderson, Service Supervisor, who offices at our Eagan office on O'Neill Drive. She may be contacted by phone at 651.688.8808 x43 or by emailing kathya@dakcom.org.

How do I begin working with someone through Non-Residential Services ?

Visit our website online at www.dakotacommunities.org to complete our job application, and note that you would like to apply for a Non-Residential Services position. Qualified candidates will be contacted to complete a short interview in person, or by phone/email. This discussion will include information about our policies and procedures, and your availability/ preferences.

Qualified staff will review basic information about a person they are interested in working with and meet with the person/ family. Together each can decide if it seems like a "good fit" to work together. If so, staff will receive the necessary training and review all information in detail. Direct care training is provided by a family member or current staff. All training time is paid. The number of training hours depends on the needs of the person supported and the previous experience of the staff.

We look forward to hearing from you!

Current Job Opportunities

To view current employment opportunities with Non-Residential Services at Dakota Communities, please visit www.dakotacommunities.org.

Questions?

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Non-Residential Services



What are Non-Residential Services at Dakota Communities?

These are services provided to people who live in their own home or in their family's home at locations throughout the Greater Twin Cities metro area. Staff work independently, supporting people to maintain or increase their skills in a variety of areas. Staff usually work with one individual at a time.

Services are individualized to each person's wants, needs, and preferences. Some people need assistance with all they do (personal care, mobility, etc.), while others need help in specific areas like budgeting and paperwork organization. And everything in between!

Staff work with each individual on their own goals. Most people we work with are supported to participate in activities in their communities (recreation, volunteering, etc.). Often activities take place at the home *and* in the community. Staff complete data sheets and journal notes during each shift.



What are the benefits of working with Non-Residential Services?

Additional earnings, variable schedules, interesting people, variety of activities, learning opportunities, additional experience "in the field", independent work, and fun!!

What is the pay rate? Do you pay overtime? How do I punch in and out?

Staff are paid at the same rate that they earn working at our residential homes. Differentials are paid the same as well. We are not able to pay overtime. Staff record their timecard on a form and submit it weekly via fax or email.

Are schedules set? Are hours regular? What does "variable days/times" mean?

The people we support are given a set number of hours from the county to use for their services from us. There is usually a set number of hours per week or per month.

The person and their family can choose to have a regular schedule (i.e. MWF, 3-7pm) and staff is set for that schedule. Or they can leave it open (i.e. M-F, 12 hours, in the afternoon), then the person/family and staff determine what days to do the hours each week based on need and availability. If staff agrees to work with a person, the hours are added to their regular schedule.

Staff can work part-time in our residential homes and part-time with Non-Residential Services. Hours range from 2- 20 hours per week. Many Non-Residential Services staff work with more than one person.



What qualifications are needed?

Staff need to be able to effectively work independently – this includes the ability to manage their own time and responsibilities, with minimal direction from supervisors. They need to have excellent communication skills, be professional, and dependable. Most have previous experience working with people of similar needs. All have the recommendation of their current and past supervisors. Staff can refer someone who does not already work for us to be interviewed for positions.

Do I drive my own car? Will I be reimbursed for mileage/spending money?

Staff drive their own vehicle when supporting people in the community. Staff get reimbursed (at standard rate) anytime they are on the clock, driving someone in their car. Staff must remain eligible to drive per Dakota Communities qualifications. Staff track their mileage and spending money, and are reimbursed monthly.