



EMPLOYMENT OPPORTUNITIES

Seeking:

<p style="text-align: center;"><u>Direct Support Professional</u></p> <p style="text-align: center;">Days/hours may vary</p> <p style="text-align: center;">\$13.50 per hour (includes temporary Covid-19 hazard pay of \$2.00 per hour)</p>	<p style="text-align: center;"><u>Case Management Assistant</u></p> <p style="text-align: center;">Monday – Friday 8:00 – 4:00 \$11.00 per hour</p> <p>Primarily responsible for assisting the Case Management Department. Will perform non-billable activities such as filing, data entry, mail distribution and assisting the persons served with activities. Additional office/clerical tasks as assigned. Prefer two years' experience in general office duties and a working knowledge of electronic office equipment, good organizational skills and professional manner.</p>
<p style="text-align: center;"><u>Residential Manager</u></p> <p style="text-align: center;">Days/hours may vary including on-call duties Osawatomie, Paola and LaCygne locations</p> <p style="text-align: center;">Prefer a minimum of 2 years' experience in the human services field</p> <p style="text-align: center;">\$15.00 per hour</p>	<p style="text-align: center;"><u>Payroll Clerk</u></p> <p style="text-align: center;">Monday – Friday 8:00 -4:00</p> <p style="text-align: center;">Wages dependent upon experience.</p> <p>Primarily responsible for preparation of corporation payroll. Audit of timekeeping system and employee leave/benefit accruals, generate electronic fund transfers and reports. Assist in Business & Finance Department.</p> <p style="text-align: center;">Must have two years' experience in general office duties, valid driver's license, good organization skills and excellent financial standing.</p>

Accounting Manager

Monday - Friday

8:00 – 4:00

Wages dependent upon experience.

Primarily responsible for AP/AR. Performs audits and insures accountability for financial procedures.

Supervision of office staff.

Must have at least two years' bookkeeping experience, valid driver's license, good organization skills and excellent financial standing.

Employees interested in this (these) position(s) should complete and return a Transfer/Promotion Request Form to the Human Resources Department. All other applicants should complete a Tri-Ko, Inc. Employment application and forward to the Human Resources Department. If you have any questions, please contact the Human Resources Department or call 913-755-3025. EOE